INDEXING

A HANDBOOK OF INSTRUCTION

BY GEORGE E. BROWN F.I.C.

Library Science

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AND OTHER WORKS

WITH A PREFACE BY

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PREFACE

MANIFESTATIONS of interest in the principles and practice of indexing in this country may be said to date from the year 1878 when the late Mr. H. B. Wheatley founded the Index Society and printed his well-known paper entitled "What is an Index?" But the interest aroused in the subject was not maintained. During the following twenty years little was published in text-book form beyond a few guides to the Civil Service Examinations in précis writing and indexing. Since 1900 some meritorious treatises have appeared, but these are not readily obtainable on the London book-market. Hence many students will be grateful to the publishers of the present work for this addition to the literature of a somewhat obscure and neglected subject.

As Mr. Brown points out, the subject of indexing is a very wide one, but the interests of the various sections diverge so widely that the compilation of any hard and fast code of rules is quite out of the question. The object of a code of catalogue rules is to secure uniformity of practice in the cataloguing of books. The indexer, on the other hand, must be free to select the system most suited to the particular work he has undertaken. The two arts have only this in common, that they are both to some extent based upon national usage; but while both

draw from the same source they are essentially independent; there must be no question of subordinating the rules of indexing to those of book cataloguing.

A comprehensive treatise of indexing in all its branches has not yet been attempted. The present work, as Mr. Brown states, is limited to the indexing of current books and periodicals. This excludes the antiquarian, the administrative and the technical sides of the subject, such as the indexing of the Public Records or Local Deeds and Charters, of Official correspondences and the highly technical questions of the indexing of patent specifications and chemical and other scientific literature.

The mechanical methods of preparing the index advocated here, constitute an ingenious and valuable addition to the practice of indexing. Mr. Brown shows that where the volume of indexing work is considerable, it is generally economical to divide the work between a superior and a purely clerical staff. Under this system the index sheet is prepared by the clerical staff from instructions on the printed page. Each sheet after examination is passed through the cutting machine, and the resulting slips are arranged in alphabetical order for the press. This system minimizes the work of the superior staff while giving a degree of control which the old system of indexing on slips did not possess. Where no division of the indexing staff is practicable the old system of indexing on slips would appear to be the most practical.

From what has been said, it will be seen that

Mr. Brown's work is evidently that of an old practitioner in the art. Within the limits laid down by its author the work is a sound exposition based on long practice. It omits little that can usefully be said upon the subject with which it deals, and it can safely be recommended to those who have to undertake the indexing of current books and periodicals

E. Wyndham Hulme.

October, 1920.

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INDEXING:
A HANDBOOK OF INSTRUCTION

CHAPTER I

AIM AND SCOPE OF AN INDEX: DEFINITIONS

1. THIS manual is written for a definite purpose, namely to provide instruction in the guiding principles and practice of making indexes of the kind most frequently required, that is to say, an index which is printed as part of a book or volume of a periodical. It is not intended to supply any help in the compilation of a catalogue of books, for although the arts of the cataloguer and the indexer have much in common and overlap in places, some of the advice which is to be found in certain of the few manuals on indexing may be said to suffer from its derivation from the methods of the cataloguer of books. Nor does this text-book aspire to instruct those having to compile the great works in indexing, only a few of which are called for in a generation; indexes like that to the *Encyclopædia Britannica*, which demand the highest skill and experience of the professional indexer. Though its aim is a less ambitious one, the occasions for the elementary

guidance which it endeavours to offer are, on the other hand, of everyday occurrence. Indexing is work which, in correspondence with the ceaseless flow of publications, has to be done in ever increasing quantity by authors (of their own books) ; by those on publishers' staffs, in the editorial offices of periodicals, in Government departments, in commercial, technical and scientific organisations (of which a great number have come into existence through the circumstances of the war of 1914–18), as well as by those who make it a means of livelihood. As every user of books has reason to know, much indexing is very well done ; much, on the other hand, very ill, not, for the most part, from lack of diligence or clerical correctness, but chiefly from misapprehension of the form which an index should take. While indexing is not work for the stupid or dull, nor, on any account, for the ignorant or slipshod, the making of really efficient indexes to the great majority of the books and periodicals which are published is not beyond the capacity of anyone of average intelligence, general knowledge, determination to get to the bottom of a thing and ability to look at a subject in all its bearings. Moreover, indexing lends itself to division of labour between one qualified by experience or special knowledge of the subject of the work and a less skilled assistant. In this manual this division has been kept in view in treating of the sections of the work, but apart from this it is hoped that the instruction has been arranged in a more definite way than has formerly been done, so that the book may be placed in the hands of, say, a shorthand

typist of perhaps more than average intelligence with reasonable prospect of the principles and routine of the work being readily grasped.

2. There are several ways in which to show in compact form the contents of a book. You can make a list of items in the order in which they come in the book. This is a "contents," and is often compiled and placed immediately following the title page of a book, and is usually broken into sections corresponding with the division of the book into chapters. Another plan is to arrange these items under various headings representing the subjects of which the book treats. This is classification. It is an index of a kind, since it points you to the pages where the items of subject-matter are to be found. But it is necessary that the user of such an "index" grasps the scheme of classification of its compiler, and moreover it must always happen that some items do not fall naturally under any of the chosen headings.

A third plan is to make the list of items of subject-matter a strictly alphabetical one, compiling the list of "entries," as they are called, with the double object of making each entry specifically descriptive of the item of subject-matter and of arranging the whole lot in alphabetical sequence. It is this arrangement which is an index in the modern and best sense of the word. Obviously it is applicable not only to a book but to the more miscellaneous contents of the volume of a periodical, for which either of the plans first mentioned would be useless.

Indexing (the itemised A B C plan) is thus a scheme which is different from and opposed to

classification. This distinction cannot be too strongly impressed on the would-be indexer at the start for the reason that in indexing there is a great temptation to classify. But classification, where it does not result from the natural clotting together, so to speak, of cognate entries but is preconceived arbitrarily, is one of the chief causes of faulty indexing.

3. In compiling an index a guiding principle should be to index the smallest units of subject-matter which can be indexed and to leave the index entries to classify themselves. Qualifications of this piece of advice are considered in later chapters, particularly in reference to sub-indexes, but an example may be given to enforce what should be the regular rule. In an index to a book or periodical on Scottish church history, subject-matter relating to Cameronians, Engagers and Resolutioners should be entered under C, E, and R, respectively, not grouped together under a heading—Covenanters. We must keep in mind the user of the index, who often is not a very informed person. It requires no great mental capacity to look for Cameronians under C—one would seek and should find them there—whereas it is not every user of the index who may be expected to think of them as a particular branch of the Covenanters. In other words, the value of an index to the uninformed (to the informed, also) increases in proportion as the aim is to make it a list of specific or particular entries, as distinguished from pre-choosing a series of headings under which entries are to be put. Such headings will inevitably be evolved as indexing proceeds and

general subject-matter is encountered, but the existence of a scheme of headings at the start encourages one to force items under one or another of them instead of giving them their more natural and appropriate places in the alphabetical order. The pursuance of this policy thus results in the formation of small groups of specific entries *to* which groups " cross-references " (see Definitions at end of this chapter) are inserted *from* the group under the more general heading. In other words, we make our web or pattern of the index as we go along and our cross-references will be mostly from the general to the specific which, by common consent, is the most advantageous form of cross-referencing.

On the other hand, indexing on the opposite plan, viz. starting with a scheme of headings, arranging the specific entries under them and telling the searcher to look there for them, is a system often required of the indexer particularly by official bodies who appear to have a liking for all entries relating to a subject or to parts of it to appear together in the index. In this case the cross-references are *to* the general heading, not *from* it as in the system already outlined. So far as the need of cross-referencing is concerned there is not much to choose between the two ; in an index compiled on the former plan the searcher, unless he happens to know his way about the index, will usually find an item at the first shot, whereas in one on the latter he will reach many a one *via* a cross-reference. For example, according to the former, subject-matter dealing with Hypnotism, Spiritualism, Telepathy will be indexed under these headings in H, S,

and T, respectively; according to the latter there will be no entries under these headings but a cross-reference from each to Psychical, under which heading the entries are arranged; a double step for the searcher whose objective is one or other of these psychical phenomena. If an index is to be regarded as a classified summary of the contents of a work which may be read by way of quickly learning in brief all that is said on a particular subject, the merits of the classified index cannot be disputed. Regarded as it is in this manual, as an instrument for pointing to the parts of the work where some specific subject-matter is to be found, a grouped structure will usually impair its efficiency. It would seem that many indexes to official publications are compiled more for the former than for the latter purpose.

4. This brings us to enquire what is particular or specific subject-matter and what is general. Items of subject-matter may be one or the other according to the character of the book or periodical. To illustrate. Mexico is a large subject; so is Oil. But in a general work on Mexico, Oil is specific subject-matter and will have entries such as:

Oil, annual production
— British capital invested in
— discovery of

On the other hand, in a work on Oil similar subject-matter would be indexed under Mexico. Indexes to both books would very probably contain identical, because still more specific, entries such as those relating to places or people connected with the Mexican oil industry.

Again, in a book on the training of an engineer, Chemistry is a specific subject, providing entries in the index such as :

Chemistry, course of study
— diplomas in
— iron and steel

whereas in the index to a work on a chemical subject, Chemistry is the most general subject-matter possible and entries under it require to be reduced to the minimum. The contents of literary, biographical and other works likewise present themselves in these two aspects, neglect of which is the cause of the fault in many indexes of an enormous number of entries being made under the subject proper of the book instead of being distributed among the specific items which need to be indicated. In general a guiding rule should be to make the index consist of a list of entries of subject-matter items which are specific in relation to the subject of the work, i.e. represent smallest parts of it. As a rule, the more specialised the subject, the more itemized the entries require to be.

5. The index needs to conform to a book or periodical in another respect. Chief, though not exclusive, regard requires to be paid to the kind of reader who will use it. It is always possible to come to a decision that a book is for the general reader or for the expert or professional, and the aim should then be to make one or the other the chief consideration. Inasmuch as an indexer indexes only what he finds in the text his procedure is dictated in a large measure by the author. Nevertheless if he keeps

clearly before him the kind of reader he is working for, the index is bound to benefit. For example, in the index of a professional work on a medical or surgical subject, diseases, parts of the body, operations, etc., are to be entered in the forms (usually the Latin names) employed by the author. The common names may be entered as is judged advisable from the use made of them by the author. But for a popular manual on health it would be a complete mistake to base the index wholly on the learned names even if they are mentioned by the author: the common terms, where they differ from the technical, are the ones to employ for entries.

At the same time it does not do to adopt a hard and fast practice in this matter. It will often happen that with little extra labour and without unduly lengthening an index its service to others than those for whom it is primarily intended can be greatly extended.

6. Connected with the foregoing aims is the question of how "full" an index should be; to what extent it should include quite minor items of subject-matter; to what degree it should distinguish between items not very different from one another. There is of course no sense in which an index can be said to be complete except in the case of books such as the *Stock Exchange Year-Book* (a classified list of joint-stock companies), consisting of sharply defined units, every one of which *must* form an entry in the index. Most works, however, leave the indexer free to make his index short of the fullest possible in one or both of the two ways in

which this can be done. These are : (1) omitting to include items which are judged too trivial and (2) dispensing with precise description of each item of subject-matter which is indexed. In indexing, as it is commonly done, it is probably the second of these courses which is mostly followed with the object of keeping an index within a length which often is prescribed by commercial considerations. The searcher is left to look up the pages for himself in order to discover which of several cognate items is the one he is seeking ; in a more detailed index he sees which is the one without this trouble. But it is this latter facility which the competent indexer aims at providing and therefore, when a limit is set to the length of an index, his skill and judgment have to be applied to making the best choice and use of the entries which can be got into a permitted number of columns. A good deal can be done to this end, although the result is a compromise and involves much more labour than a straightforward compilation done without fear of the length to which it will run.

7. From the foregoing considerations and examples it will be understood that index-making is work for which it is impossible to lay down rigid rules. Judgment and motives of expediency are a large part of it, so large that it is unwise to endeavour to reduce it to a system of following certain rules invariably. Nevertheless, as will be seen from later chapters, there are well established guiding principles and even certain definite conventions the observance of which is necessary for good indexing. At the same time these introductory and general

notes cannot end better than with the reminder that indexes are made for the use of very different kinds of people, and that too much importance must not be attached to rules which run counter to everyday custom, and that special knowledge must not be assumed on the part of the searcher.

The end of this introduction is also the most appropriate place in which to define the meanings attached throughout this manual to the technical terms which are conveniently employed in writing of indexing for the purpose of definiteness of instruction without waste of words.

Definitions

Entry—words forming line (or lines) in an index which mention or describe any item whatever of subject-matter.

Subject-entry—an entry relating to some subject as distinguished from one beginning with the name of a person, place, institution, etc. This latter is a *Name-entry*.

Title-entry—an entry consisting of a literal transcript (save for the removal of A, An, or The from the beginning to the end) of the title of a book, essay, song, etc.

Entry-word—the first word of an entry.

Heading—the entry word followed by any other (or others) necessary for its meaning.

Sub-heading—the word, or first significant group of words following the entry-word or heading.

Sub-entry—the part of the entry following the entry-word or heading, i.e. the whole entry minus the entry-word or heading.

Sub-index—an index within an index, i.e. entries (=sub-index entries) arranged alphabetically under a chosen heading which is placed in *its* alphabetical position in the main index.

Cross-references.

(*a*) *Single* (=*see* ——)—an instruction to look somewhere else in the index for *all* items relating to the subject-matter which is sought.

(*b*) *Reciprocal* (=*See also* ——)—an instruction to look elsewhere in the index for *other* items relating to the subject-matter sought: in which other place is a corresponding instruction directing the searcher to look also in place No. 1.

(*c*) *Multiple* (=*See also* ——)—an instruction to refer to several other places in the index, usually to more specific entries.

A cross-reference of this last kind may also take the singular form and then differs from form (*a*) simply in referring from some entries to another instead of from a blank entry to another. In this case also the entry referred *to* is usually more specific than that referred *from* and thus there is not necessarily the need of the reciprocal instruction as in (*b*).

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Perhaps these definitions will be more quickly and precisely understood by an illustration of each.

Specimen subject-entry and its parts.

Water-colour drawings, English School, Turner's pictures.
A ——— B ——— C ——————— D ——————— E

A E, the whole entry: A B, entry-word: A C, heading: C D, sub-heading: C E, sub-entry.

Specimen Name-entries.

Turner, Joseph Mallord William.
Turner, J. M. W., sketches in National Gallery.

Specimen Title-entries.

William III landing at Torbay (J. M. W. Turner).
Painter's Camp in the Highlands, A (P. G. Hamerton).

Specimen Sub-index.

PICTURE GALLERIES..... (*a*)
National Gallery..... (*b*)

(*a*) title of sub-index: (*b*) sub-index entry.

Cross-references.

Single

Dyck, A. Van, *see* Van Dyck, A.
A——————B——————C

B C, "Single" cross-reference: A B, in this manual, is sometimes referred to as a "blank entry."

Reciprocal

Dutch School. *See also* Flemish School.
A ——————— B
Flemish School. *See also* Dutch School.
C ——————— D

A B and C D are reciprocal cross-references in the sense of this manual.

Multiple

Flemish School. *See also* Maes ; Rembrandt ; Rubens ; Van Dyck.

The example represents four cross-references from general to more specific subject-matter.

Note that the "see" of a single cross-reference is printed in italic type with a small (lower case) initial letter, thus—*see*. The direction "See also" is printed with a capital initial letter, also in italic type, thus—*See also*. When preparing an index these words are therefore singly underlined as an instruction to the printer. The entries *to* which a cross-reference directs are printed in Roman type.

CHAPTER II

THE FORM OF AN INDEX

1. THE term "form" is here used chiefly in reference to the arrangement of the entries which make up an index, but it may be considered also to denote a feature of less importance, viz. the style in which the entries are set up in type by the printer.

2. The ideal "form" of an index to either a book or volume of a periodical is one unbroken series of entries—subject, name, and title—in alphabetical order. The searcher has then only one place in which to look, whereas if you arbitrarily divide the index into a number of smaller ones you multiply the searcher's trouble and moreover you make his search less secure of success because he may easily omit to look in one of the sectional indexes. In order to study bad and good "form" one may, for example, examine side by side the index to the *Spectator*, which is shockingly broken up into separate small indexes each dealing with a separate "feature" of the paper, and that to *Notes and Queries*, which is admirable in its single alphabetical sequence of entries. The defect of the one and the merit of the other will be particularly recognized if there is the necessity of consulting the indexes for a number of years in search of some item of contents.

This folly of distributing the material of one index among several is most frequently remarked in indexes to periodicals and probably arises from some vague notion on the part of the compilers that a useful purpose is served by providing a separate index to, say, editorial articles, comments of the week, or letters from correspondents. A service may be done, but only to somebody, like the compiler of the index, who knows in what form a particular item of subject-matter was published.

3. On the other hand an index need not suffer but may gain in usefulness by a moderate and definite departure of its "form" from one alphabetical series of entries. Within certain limits the arrangement of the three classes of entry—subject, name, and title—into separate indexes may be serviceable. Usually division into a subject index and name index is as far as it is desirable to go in this direction, but there is a further means—the sub-index—which can be used with advantage to the efficiency of the index. The application of these variations of "form" will now be discussed in reference to the different requirements of books and periodicals.

Separate Name Index—Books

4. In the case of many books, a separate alphabetical list of persons (more rarely, places) may usefully form a separate name index. This applies particularly to books on science, technology, arts and crafts, where the subject is plentifully associated with the work of investigators, inventors, artists and authors. A reason for this practice is that a name

is more quickly found in a purely name index than when mixed up with subject-entries. Also a searcher often knows a given bit of subject-matter as having been due to So-and-So ; and a name is always the most certain kind of trail. Moreover, the name index serves to show *all* So-and-So's contributions to the subject which are mentioned in the book. The separate name index is therefore justified by its sharply defined character : it is in a different category from the stupid separate indexes to related subject-matter which happens to have appeared in parts of the work having different titles.

An index to place names is less frequently useful : it is chiefly appropriate in Record publications, works of topography, travel, church architecture and the like where the names of places occur abundantly in the text.

Generally speaking, a name index, whether of persons or places, should be of the same order of size as the purely subject index to the work. If it turns out that either is small compared with the other, say less than about a quarter or a fifth of the other, the two had better be combined into one as can readily be done on the single-slip system to be described, by re-arranging the two sets of slips in one alphabetical order.

5. The name index may be of two kinds : (1) Skeleton or (2) full or descriptive. In the first the entry consists of the name followed by the page numbers in which it occurs, e.g. :

Mellan, Claude, 122, 133, **142**, 160, 230

The searcher is then left to discover by turning to the pages what is the subject-matter of each about

Mellan, but may be helped by an indication in heavier type (as shown above) of the chief reference to or discussion of him and his work. Other ways in which this can be done are mentioned in Chap. V (9).

In a full or descriptive name index, on the other hand, the searcher is informed of the nature of the subject-matter more or less precisely. The above single entry, which represents the references to Mellan in Arthur M. Hind's *Short History of Engraving and Etching*, then becomes :

> Mellan, Claude
> Bloemaert, influence on, 122
> Callot, affinity with, 160
> life and work, 142
> Piranesi and other imitators, 230
> Villamena, possibly inspired by, 133

To digress for a moment to what is rather a side issue from this question of " form." It will be noticed that at some sacrifice of smooth phrasing the sub-entries, " Bloemaert, influence on," etc., have been drafted so as to make them susceptible of significant alphabetical order, " significant " here denoting an alphabetical order of words which would naturally be looked for by the searcher. Plainly, in the case of such a small collection of sub-entries, this is not worth doing ; the searcher sees the lot at a glance. But if and when such sub-entries run to scores, as they may do in a great index, it is often desirable to secure significant alphabetical sequence, difficult as the task often is. In some cases it is impossible : in others, undesirable. See Chap. VI (7).

Names which are Really Subjects

6. A name which has no immediate connection with a person but denotes a subject should not go into a name index but into the subject index. Instances are pretty sure to occur in compiling the index to any book. The indexer, for example, will encounter subject-matter dealing with :

Bright's disease	Montessori system
Carnegie trust	Röntgen rays
Finsen light	Tichborne case
Kitchener's army	Whitley councils

In regard to entries such as these, it must be remembered that the name index is generally understood to be restricted to entries indicating specific doings, criticisms, etc., of the persons named. Things to which persons' names have come to be applied and by which they are commonly known are subjects and require to be so treated in a divided index.

Separate Name Index—Periodicals

7. A name index of either of the kinds described in (4) and (5) of this chapter is rarely compiled for a volume of a periodical. As a rule it would run to too great a length and moreover would not have the usefulness which it has in the case of the more highly selected and carefully considered contents of a book. A periodical naturally contains contributions to a subject in the shape of letters, etc., by people whose pronouncements don't amount to much. There is, therefore, not so great an inducement to compile a full name index as there is for a book the author of which necessarily ignores

ephemeral and unimportant writings in reviewing the shares taken in his subject by various people. On this account it is usual to give the name index to a periodical a more restricted character by limiting it to the names of writers of articles contributed exclusively to its pages or of papers, previously read or published elsewhere, which have been reprinted in it. Such a name index should be correctly described as " Index to Contributors " or " Index to Authors " according to its scope. It is thus usually of small size in comparison with the main index which will be of subjects and also of such name-entries as are judged necessary. Nevertheless such an index to contributors will indicate the most notable contributions to a periodical.

In compiling such an index the articles will be entered under the author's name exactly according to their titles (save for the transposition of A, An or The) although the indexer may add a word or two to a title which is not descriptive or very incompletely so. The essential subject-matter of the articles will be entered in the main index. For example :

A.	B.
Rich, A. W.—	
1. By Barge to Paris	Seine, from mouth to Paris by barge. By A. W. Rich.
2. Canals of France, The	France, canal system. By A. W. Rich.
3. City of the Anti-Popes, The	Avignon, a day in. By A. W. Rich.
4. Golfer's Paradise, A (North Berwick)	North Berwick, golf links. By A. W. Rich.

A. Specimen entries of index to contributors in periodicals : explanatory suffix to (4) by indexer. B. Specimen corresponding entries in subject index.

Sub-indexes

8. A sub-index is an index within an index, viz. an alphabetical collection of similar entries placed as a whole in the main index in the alphabetical position corresponding with the heading to the sub-index. The reader will say that the insertion of sub-indexes is, as it were, a mutilation of the ideal "form" of an index which has been defined as a single alphabetical series of entries, and is in fact exactly that arbitrary classification to which exception has been strongly taken in the preceding chapter. Quite so: it is; and the placing of entries together in a sub-index requires to be justified by some service to the searcher beyond what would be rendered by placing those entries separately in the main index. In some cases entries may appear in both the main index and in the sub-index, the latter, as will be seen, then serving a purpose additional to and different from that fulfilled by the entries singly distributed in the index. The sub-index applies somewhat differently to books and periodicals and its use in indexes to each of these classes of work must be separately considered

Sub-indexes—Books

9. The indexer of books will not go far wrong in regarding the sub-index solely as a piece of extra work done for the further information of the searcher and never replacing the insertion of substantially the same entries (which form it) in the main index Employed strictly in this supplementary way the sub-index becomes a valuable device and not one

for spoiling the index, as it frequently is when used as a means of classifying entries of items which appear nowhere else in the index. For let it be understood that the sub-index is not something formed as the work of indexing proceeds. Instead, we decide at the start to bring together certain items having a strong family likeness under one heading which effectively applies to all of them. For example, in a book on a great sailor we may have a sub-index entitled *Ships* and put *en bloc* in the S's. Now the searcher is not to be supposed to know that we have done that, so that we are not absolved from the duty of making an entry (or entries) for each ship and placing them in appropriate alphabetical positions in the index. The index will thus guide the searcher to subject-matter on any particular ship. But a sub-index, *Ships*, does something more than this. If the searcher happens to be mistaken in the name he is looking for, he is enabled to find what he wants in the sub-index without having to plough through the whole index ; or, alternatively, he sees that it is not in the book at all, since he relies—and the indexer must not fail him—on the sub-index being complete.

There are many classes of books in the indexes to which sub-indexes, if employed as just described, can render valuable aid. In the case of a guide book, for example, Museums, Picture Galleries, Theatres, etc., form natural titles of sub-indexes. The index to a book on the geography of a country may have sub-indexes showing Mountains, Ports, Rivers : one on the history of a country, sub-indexes of Battles, Treaties, Statesmen, Writers,

Painters, Sculptors, Musicians. A work on English church architecture may have the names of counties as the titles of sub-indexes, e.g.:

Worcestershire
Bewdley
Cookley
Evesham

The question has always to be considered whether the additional length of the index involved by such sub-indexes is worth while, in view of the inclusion of the sub-index entries in their appropriate places in the main index. Still more careful consideration needs to be given to cases where it may appear sufficient to include certain entries only in sub-indexes, i.e. to dispense with them in the main index. Works where this can be done with advantage or security to the searcher are relatively few. If it is done, the titles and nature of the sub-indexes must be boldly announced at the head of the index.

Sub-indexes—Periodicals

10. In the case of periodicals, on the other hand, sub-index entries may very well replace entries in the main index providing that the sub-indexes are chosen for items of subject-matter which are quite special in themselves, not merely those which happen to occur in the periodical in some special form. An example of what are and are not items of subject-matter " special in themselves " will explain this very sound principle in periodical indexing. In a periodical which publishes issue by issue particulars of new joint-stock companies as they are

registered, these latter items are of the same and of a perfectly definite or special kind. If entries relating to them are placed in the main index they can all only be of the form :

Alpha Textiles, Ltd., registration (or formation)—in the A's.

Therefore it is unobjectionable and of advantage in some respects to bring all such entries together in a sub-index :

Companies Registered :
Alpha Textiles, Ltd.

which is placed *en bloc* in the C's. The advantage of treating such entries in this way is again that the searcher sees all such items together and may pick out the right one in case of mistaken recollection of a name. The test for admission of a sub-index into a main index is that its title indicates quite clearly that a given item of subject-matter must be sought in it and cannot occur in any other sub-index. It will be seen that the sub-indexes (often very stupidly employed in indexing periodicals) to miscellaneous items which occur in the various " features " or in small paragraphs do not answer to this test. In this case the titles of the sub-indexes cannot possibly indicate their real contents for these are not in any sense " special in themselves " : the unfortunate searcher must consult *all* such sub-indexes in order to hunt down his quarry.

Of sub-indexes which are thus admissible in indexes to periodicals on account of their sharply defined scope, quite a number will readily occur to the indexer, e.g. :

Title of Sub-index.	*Subject-matter.*
Names, New Trade	New trade names registered.
Patents, Authors of	Names of patentees occurring in specifications which are published.
Deaths.	Names of the deceased persons.
Exhibitions.	Names of the exhibitors, etc.
Books, Songs, etc., reviewed.	Their titles.
Proverbs, Phrases, Quotations.	Their first lines.

Titles of books, songs, etc., and particularly subject-matter such as quotations especially call for entry in an appropriate sub-index for the reason that they may often elude the searcher owing to inexact knowledge of their precise wording. A sub-index thus usefully limits the field to be traversed in search of them.

Yet it must never be forgotten that the best defined sub-index side-tracks the searcher in a measure. He must be supposed to know nothing about the index except that he believes it to be a simple A B C arrangement of entries. Therefore the existence and scope of the sub-indexes must be prominently stated at the head of the index where it should be made clear that items of such-and-such kinds are entered only in such-and-such sub-indexes.

One Index to Several Volumes

11. A further matter of "form." A book of several volumes, each starting a fresh pagination, should have one index to the whole set of volumes, whatever may be done in the way of providing each volume with its own index; otherwise, double or treble the work for the searcher. The index is

placed in the last volume ; or, in the case of a lengthy series of volumes, may itself form a separate book.

General Conclusions on Form

12. In general, therefore, the form of an index should be one alphabetical series of entries ; or two such series, one of subjects and the other of (proper) names of people or of places.

A subject index, or one of both subject- and name-entries, may be broken into by the insertion of sub-indexes which, as a rule, in the case of book indexes should be assemblages of entries (shortened) which appear in the main index. The making or insertion of these sub-indexes should be decided by their rendering a service of some specific kind to the searcher not rendered by the existence of corresponding entries in the main index.

In indexes to periodicals sub-indexes may be devised to replace the insertion of entries in the main index.

In any index containing sub-indexes the existence and scope of the latter should be prominently displayed at the head of the main index.

A complete work in several volumes should have one index.

Form in Type-Setting

13. Apart from the size and style of type in which an index is set by the printers, the type-setting is an important factor in the " form " of an index—to use the word in this other sense—only in respect to groups of entries all having the same entry-word or heading ; and to sub-indexes, if these are thought

desirable. For the sake of clearness it is the almost invariable practice not to repeat such identical entry-words or headings but to indicate by the type-setting that the sub-entries all relate to the one entry-word or heading which may of course be part of either a subject- or a name-entry. In doing this, one or other of three styles of type-setting may be used and so give a slightly different character to the "form" of the index in the typographic sense. These may be called the "indented," "repeat," and "condensed" styles; the last-named being obtained by "running on" the lines of type, as the printer terms it.

An example of the "indented" style is shown in (5) in this chapter. No page number is assigned to the heading and the various sub-entries are set in to the right by a space which the printer calls 1 em, or to a greater degree such as 2 or 3 ems. This style of setting is perhaps the most pleasant in appearance and best lends itself to a display of sub-entries showing their relation to the common heading.

In the "repeat" style the heading and the first sub-entry are kept intact as the first entry of the group, the remaining sub-entries indented as before but each preceded by a repeat mark—a dash of 1 to 2 ems length—to indicate the assumed repetition of the heading. The previous example thus becomes:

Mellan, Claude, Bloemaert, influence on, 122
— Callot, affinity with, 160
— life and work, 142
— Piranesi and other imitators, 230
— Villamena, possibly inspired by, 133

Note that both this and the preceding style readily permit of an entry being shown to be subsidiary to any one of the sub-entries. In the repeat style this would have the form :

Mellan, Claude, Bloemaert, influence on, 122
— Callot, affinity with, 160
— — superiority to, 240

In the condensed style these sub-entries are " run on " and the whole becomes :

Mellan, Claude—Bloemaert, influence on, 122 : Callot, affinity with, 160 : life and work, 142 : Piranesi and other imitators, 230 : Villamena, possibly inspired by, 133

This is by far the least satisfactory style as regards clearness and it prohibits the use of entries exhibiting dependence on a sub-entry. Not that the latter is greatly against it, since such sub-grading of sub-entries is not a habit to be indulged and moreover can always be obviated by repeating the first word or words of the sub-entry. The chief drawback of the condensed style is the care and labour needed in consulting an index so set. For this reason it is the least advisable choice of type-setting.

While the above are the three chief styles of type-setting (for entries having the same entry-word) each of them is capable of variation for the purpose, sometimes of saving space and sometimes of providing a neater appearance when the index is set in a narrow column. On occasion one style may be adopted for parts only, e.g. the " condensed " for sub-sub-entries with advantage to clear and compact setting of small groups.

CHAPTER III

OUTLINE OF INDEXING PRACTICE

1. The purpose of the present chapter is to give a bird's-eye view of the operations, mental and mechanical, concerned in making an index and in revising it as required by re-issue of the work in a more or less modified form. The detailed instructions contained in the succeeding chapters will thus perhaps be more easily understood by the beginner.

At the outset it cannot be too strongly insisted that, from the mechanical standpoint, any system of compiling an index must be infinitely mobile and elastic; that is to say, allow of any degree of rearrangement and expansion. These qualities are obviously necessary in the indexing of a work which is growing while it is being indexed, e.g. periodicals or a work appearing in successive volumes. Moreover, as will be seen, complete rearrangement of entries is an essential requirement in preparing the index to a revised edition of a book or catalogue or successive issue of an annual publication much of the contents of which is repeated year after year. If the entries cannot be thoroughly rearranged, all the work of drafting them can be utilized again only by an expenditure of labour which practically nulli-

fies any advantage in re-using them. On these accounts the only system is one in which a separate slip of paper is provided for each entry. No system of writing entries in a book suffices, unless the length to which different parts of the index will run is known beforehand with very fair accuracy. Even then the entries cannot be arranged as perfectly as is wished, and the process of making the entries here and there in a book divided according to the letters of the alphabet is of a particularly laborious and irritating kind. Re-sorting of the entries into a fresh order is of course impossible.

2. Thus the only infallible system for indexes, small or large, to be used once or kept for a re-edition, is to have each entry a separate movable unit, as in the so-called card index. The single stiff cards, whether of the standard 5×3 inches size or larger, are not, however, the most suitable things on which to write or type the entries. A much better plan, as the writer, in common no doubt with many other indexers, has found, is to use quarto or foolscap paper (entry sheets) marked into four or five sections, each for one entry. After the entries have been drafted, these sheets are very quickly chopped into one-entry pieces which are then sorted into alphabetical order and, finally, form the "copy" for the printer. As will be shown, several positive advantages result from making the entries on the larger sheets and in having them in this form for a while.

The stages in the making of an index may now be outlined; details of each stage of the work are dealt with in succeeding chapters.

I. Marking for Entry-Words (*Chapter IV*)

3. On the proof sheets of a book or pages of each issue of a periodical the precise words which are to form the *first* words of the index entries are marked ; or are written thereon if it happens that they are not to be found in the printed text.

II. Drafting Entries (*Chapter V*)

4. The complete entries are drafted from the entry-words marked in the text, the order of the entry-words being strictly followed. This is done in writing or typing on quarto or foolscap sheets of fairly stiff paper marked to divide each sheet into four or five separate spaces of approximately $2\frac{1}{2} \times 8$ inches : the latter dimension is the full width of the quarto or foolscap sheet.

In comparison with single slips, these four-section or five-section sheets save much time in putting in and out of a typewriter. The sheets are laid face down as each receives the entries.

III. Checking Page Numbers (*Chapter V*)

5. Each batch of entry sheets when completed is then quickly examined to see that the page numbers run in strict arithmetical order. If they don't it is obvious that a clerical error has been made in writing or typing. But some will prefer to compare the text, page by page, with the entries.

IV. Cutting up Entry Sheets into Entry Slips
(Chapter V)

6. The sheets, several at a time, are cut into slips each bearing one entry.

V. Sorting Entry Slips into Alphabetical Order
(Chapter V)

7. This is done in a sorting tray, a shallow box divided into sections corresponding with the letters of the alphabet and so marked, and provided also with a few additional divisions to hold slips belonging to any sub-indexes.

VI. Editing Alphabetized Entry Slips
(Chapter VI)

8. This part of the process consists in :—

(*a*) Placing entries in final alphabetical order.

(*b*) Assembling several page numbers on a single entry slip where the entries are identical.

(The entry slips *from* which the numbers are transferred may require to be kept. See (10) below.)

(*c*) Arranging groups of entries having the same entry-word for use of repeat mark or indented setting.

(*d*) Marking the slips which form such groups according to style of type-setting.

(*e*) Inserting and revising cross-references.

(*f*) Correcting errors of sorting such as name-entries in subject index, sub-index entries in main index, etc.

VII. Setting up in Type and Reading Proof (Chapter VII)

9. The edited entry slips are sent as they are to the printer. For security they should be numbered consecutively from 1 in a style, e.g. blue pencil, which will avoid confusion with the index page numbers.

In correcting setting, the entries require to be read aloud when examining the printers' proof.

VIII. Re-Sorting Entry Slips for Revised Edition, etc. (Chapter VIII)

10. In the case of books which are likely to appear in a revised edition—many annual publications are common instances—the whole series of index slips is kept, both those actually sent to the printers and those from which page numbers have been transferred as mentioned in (8—*b*) above. The whole lot are re-sorted according to the order of the page numbers and are then in readiness for comparing with the revised edition and for receiving the new page numbers corresponding with alterations in the contents of the volume.

CHAPTER IV

MARKING FOR ENTRY-WORDS : CROSS-REFERENCING

1. At this first stage of compiling an index we decide what to index and also under what word, or words, to enter each item of subject-matter. An example of these two operations, which obviously go hand in hand, may be given in the shape of a page from *England's Industrial Development*, by Arthur D. Innes (see page 49), marked to show the selection of entry-words. Anticipating what is said in Chapter V on the drafting of entries, those derived from the marked entry-words may be set down as follows :

Peel's Factory Act (1844), protection of women, 309
Factory Act, Peel's (1844), protection of women, 309
Woman labour, protection by 1844 Factory Act, 309
Child labour, half-time, by 1844 Factory Act, 309
Half-time system for children (1844), 309
Meal-time regulations by 1844 and 1847 Acts, 309
Machinery, fenced in factories where women employed, 309
Fielden's Factory Act (1847), ten-hour day, 309
Factory Act, Fielden's (1847), ten-hour day, 309
Ten-hour day in factories (1848), 309
Night work in factories, prohibited for women and children, 309

The reader may compare these full or descriptive entries with the corresponding shorter form in

Chap. V (8). The selected entry-words may be marked by underlining, but the style shown is perhaps better because when it comes to drafting the entries, each mark can be scored through (to be sure of missing none) without defacing the word. Marks in the first paragraph of our specimen are shown thus scored. For it is preferable to separate the selection of entry-words and the making of the full entries therefrom into quite distinct operations. Both stages of the work will be better done according to this plan, the first particularly as regards selecting entries which regard the subject-matter from all the standpoints judged necessary. Also such division of the process is the means by which an indexer can very rapidly perform the chief part of the indexing (marking the entry-words) and leave his decisions to be completed by assistants.

2. The question of what to include in an index and what to omit is plainly one which depends so greatly on the character of the work, its type of reader, and the scope allowed to the indexer that it is impossible to lay down even a general guiding principle. Obviously there is not and cannot be any standard of completeness except in the case of many works such as commercial catalogues, reference volumes containing particulars of definitely named people, places, companies or institutions, the inclusion of every one of which exhausts the scope of the index. But in the case of works, general or special, of literature, biography, history, sociology, science and technology, whether books or volumes of periodicals, completeness of indexing must be a relative term and the indexer's work one of judg-

Driven by public opinion, Peel's ministry passed the Factory Act of 1844, by which women were brought into the same category with young persons. For children the half-time system was enacted. The difficulty of the fifteen hours day during which young persons might be employed for thirteen and a half hours, that is, for twelve hours plus an hour and a half for meals, was met by the regulation that the thirteen and a half hours must be reckoned continuously from the hour at which their personal employment began. The meal-times must be simultaneous; and thus there was a definite check on the practice of encroaching on off-hours and meal-times to extract more than twelve hours' work. Further regulations were introduced requiring machinery to be fenced when women, young persons, and children were liable to passing near it. Protection for women in this respect was the more necessary from the greater risk of their garments becoming entangled. The powers of inspectors were, in some degrees, increased, but that of actually laying down regulations was transferred from them to the Home Secretary.

Factory Act of 1844.

Still, however, the ten hours goal was not attained. It was not reached till the passing of Fielden's Factory Act three years later, in 1847. In the course of the debates on the Act of 1844, the House of Commons had actually, at one stage, voted in favour of the ten hours day; that is, of making the day, as opposed to the night, a period of twelve hours from 6 A.M. to 6 P.M., out of which two hours were to be allowed for meals. Night work being prohibited, except for adult males, this was the practical equivalent of ten hours for the women, which must have become in practice a ten hours day for the men also. That vote, carried by a majority of nine, was rescinded a fortnight later by a majority of three; but in the course of the next three years there was a considerable shifting of public opinion, and Fielden's Bill was carried by substantial majorities, the ten hours day coming into operation in 1848.

Fielden's Act.

A page from *England's Industrial Development*, by Arthur D. Innes, marked for entry-words (see page 47).

ment and selection. Proper names of people, places, books, works of fine art, are of course material for entries in almost every index and, by virtue of their definite character, among the most valuable material. But when all the subject-matter corresponding with these name or title entries has been so indicated there will almost always be a large part left to be brought into the index in the shape of subject-entries having as their entry-words the names of material things, of occupations, of customs, of systems of law, of terms in commerce and industry, of conceptions of science and philosophy, of details of arts, crafts and sports. Fortunately the task of making an ordered indicator of the knowledge in a given work in the form of subject-entries is much less formidable than the whole vast scope of indexing suggests. In undertaking it, there is only one golden rule, namely to separate in one's mind the matter which is treated and to consider in what different ways it may be presented to the searcher. To revert to the example in (1) of this chapter, a single piece of factory legislation is presented under its own title and also in forms to reward the searcher who is tracing items relating to women, children, machinery, etc., in the development of industry. These and the other entries derived from the page represent fairly "full" indexing, by no means as full as can be done but more so, in the number and descriptiveness of the entries, than is often carried out for works which are deserving of it.

3. In the choice of entry-words more definite guiding principles can be outlined and, in certain

cases, quite definite rules prescribed. It is of course necessary to avoid non-descriptive and general words except when marking for title-entries as directed in (12) below, yet it is even now not uncommon to find entries in indexes beginning with such words as How, Good, Is, and even A, An, and The. As already explained in Chap. I (4), the classing of a given word as general or specific will depend on the subject of the work as a whole. As far as possible entry-words denoting the whole subject which is being indexed must be rejected since they lead to an enormous number of entries, each of which ought really to indicate some more specific part of the subject. There are bound to be some entries relating to the subject as a whole but they should be as few as possible.

Nevertheless there are certain combinations of words, many of which begin with a non-descriptive or very general word, which by usage have come to have a definite meaning or denote a particular thing. Some examples are :

Christian Science	National Gallery
Colour blindness	New Testament
Direct action	Physical training
Domestic economy	Trade unionism

It would mislead to index any of these under the second word. Christian Science is almost an indivisible term and its meaning is destroyed by turning it into Science, Christian. The same thing applies to the inversion of the remaining terms and of many others of the same kind.

Another general rule is to avoid unusual words

when equivalents in common use can be chosen. One should select the plain everyday terms which will come first into a searcher's mind. Yet, on the other hand, for indexes to technical and scientific books the terms used by the authors and presumed to be familiar to the user of such books are the ones to be marked for entry-words.

In compiling indexes to periodicals, the titles of articles can very often be entirely ignored. Titles are frequently chosen for the purpose of catching the attention of the reader and are in no way descriptive of the subject-matter. A discussion of the political expediency of, say, a levy on capital will be titled "The Game and the Candle," but the indexer will almost always discover in the text of the article the descriptive entry-words he requires. If not, they can be written in the margin, to be amplified at the next stage.

The same piece of subject-matter may often require several entries (and therefore as many entry-words) according to its multiple character or the different aspects in which it can be viewed. We have had an example of the latter in the passage in (1) above. As regards the former it often happens that an item deals quite definitely with two or more subjects, with one in as important a way as with the others. In such cases, entry under several entry-words is called for. For example, in a treatise on motive power the use of Diesel engines for locomotives would have entries :

Diesel engines, locomotives driven by
Locomotives, Diesel engines for

In other cases the choice of several entry-words is not so sharply indicated as in the example just given and requires to be considered in connection with the use of cross-references, an explanation of which is therefore best inserted at this point with the prefatory reminder that the cross-reference is used as a means of reducing the repetition of entries under different entry-words without sacrifice of the efficiency of the index.

Cross-References and Cross-Referencing

4. A cross-reference is essentially an instruction (inserted in the index) telling the searcher to look somewhere else in the index.

The Single Cross-Reference

The simplest case in which a cross-reference is used is that in which no entries whatever are made under a given entry-word but all are placed under another entry-word which has the same meaning or refers to the same subject, e.g. no entries under *Friends:* all, under *Quakers:* or nothing under *Society of Jesus:* all, under *Jesuits*. In this case the cross-reference consists simply in the instruction "see" and the entry *from* which it refers has the form:

Friends, *see* Quakers

Even in this simplest case the subject-entry referred *to* need not be absolutely identical with that referred *from*, i.e. need not be the same thing under another name. The two may differ to some

extent, so that the cross-reference is often a little more than a reference from one synonym to another, and is an indication that a particular entry-word has been selected by the indexer for all the entries relating to particular subject-matter.

For convenient citation in this manual a cross-reference of this kind may be designated " single."

The Reciprocal Cross-Reference

5. Other expedients impose the necessity of a cross-reference of a slightly different kind, viz. one consisting in the instruction " See also." Often it is difficult to decide under which of the two cognate or allied entry-words items are best entered, e.g. those relating to marriage and divorce. In such a case there are advantages in indexing some under one and some under the other entry-word, as seems most appropriate, at the same time providing a pair of cross-references, each the counterpart of the other as shown in the entries :

Divorce. *See also* Marriage
(Here follow entries.)

Marriage. *See also* Divorce
(Here follow entries.)

It is a pity that for the purpose of ready talking and writing about it, there is no precisely specific term for a cross-reference which has a counterpart in another place, i.e. one which involves another, the complement or reciprocal of itself. The existing term " cross-reference " would do very well for it were it not universally used in the wider sense (*vide* the dictionary) of a single reference from one

part of a book to another part without any suggestion of a corresponding reference back in the opposite direction. In this manual, where it is necessary to denote this "criss-cross" reference which must have its counterpart elsewhere in the index, the term "reciprocal cross-reference" is used.[1]

Multiple Cross-References

6. A further case of somewhat the same kind as that just mentioned is one in which the searcher needs to be referred *from* entries under a certain entry-word *to* several groups of others under different and (usually) more specific entry-words, e.g. from Textile Goods to Cotton, Jute and Wool. In this case the cross-reference is again the instruction "See also" and will be as shown in the entry:

Textile Goods. *See also* Cotton, Jute, Wool

whilst under Cotton, Jute and Wool there may be, if thought desirable, a corresponding cross-reference (=See also) in each case to Textile Goods.

In devising these cross-references it is a matter for decision whether the instruction shall be made reciprocal, i.e. put in both places. The justification for using them at all must obviously be the entries referring to the more specific subject-matter. You can't be wrong in referring *to* Cotton, Jute and Wool *from* Textile Goods; it is plainly necessary to do

[1] The American Library Association very sensibly uses the word "reference" for the "single" instruction to look in another place, but apparently has not adopted "cross-reference" in the sense of an instruction involving a reciprocal of itself somewhere else in the index.

so; and that being so it may often be advisable and can do no harm to refer *from* specific entries *to* a more inclusive one which almost certainly deals also with them. See, however, (10) of this chapter.

As the guiding rule in this description of cross-referencing is the making of *several* cross-references from a general entry to more specific entries the term "multiple" may here be used to denote briefly what is meant.

Scope of Cross-Referencing

7. A few words require to be said on the use of these three forms of cross-reference.

The "single" form is obviously one which could be used profusely with very little benefit. There is no useful purpose in compiling cross-references from one synonym to another such as would naturally occur to any searcher of ordinary intelligence. Alternatives such as Drama and Stage, Boer War and South African War, Cinematograph and Motion-picture, may be said to be of such a character: a searcher may reasonably be left to think of them for himself. To whatever length it may be thought advisable to go in this direction, the important thing is not to neglect the provision of a "single" cross-reference from an uncommon to a common entry-word or *vice versa*, e.g. from Clepsydra to Water-clock or from Pyrography to Poker-work. As Mr. F. W. Poole has written, in special reference to this matter of cross-referencing: "After all we do for the reader there is a wide margin left on which he may exercise his intelligence in helping himself."

The guiding principle therefore should be to give chief consideration to the " single " cross-references which are judged to supply the help which a searcher is less likely to derive from his own knowledge.

But, on the other hand, cross-references (reciprocal or multiple) meaning " See also " which are demanded by two or more groups of cognate entries in different parts of the index are not susceptible to this arbitrary repetition but are strictly limited by the number of the groups from and to which they refer.

Entries in Relation to Cross-References

8. We can now proceed to consider the choice of entry-words in special reference to the need and use of cross-references.

First in regard to different words denoting the same, or practically the same, thing, e.g. Aliens and Foreigners. It is bad practice to distribute such entries in batches each under the various but synonymous names which may be used by the author of a book or by several writers in a periodical. By doing so you separate entries which very likely are closely related to each other and ought to come together in the index. For example, the index to a life of Gladstone will suffer by entering certain items under *Irish question* and others under *Home rule*. Presuming that, within the scope of the work, the subject-matter occurring under different names is practically all of a piece, the better plan is to index all of it under one of the names only and to make a " single " cross-reference *to* this selected

heading *from* the other headings, which are inserted without entries. For example :

Home rule, Ireland
(Here follow entries.)
Irish question, *see* Home rule
(No entries.)

The same course is conveniently followed in dealing with subject-matter relating to the various anti-causes or movements, such as anti-vivisection, which exist by virtue of their opposition to some practice or system. It is better to gather the "anti-" entries under the heading denoting the thing opposed and to indicate to the searcher that you have done so by a blank entry and single cross-reference such as

Anti-vaccination, *see* Vaccination

On the other hand there are many "anti-" movements which have their own recognized names corresponding with a constructive or creative character as distinguished from one which is merely destructive or oppositive. These require to be indexed under their own titles and the presence of subject-matter connected with them indicated by a cross-reference meaning "See also" as directed in the next paragraph.

9. As already said in (5) above, subject-matter is often encountered which may be indexed under heading A just as appropriately as under heading B, whilst at the same time some items are properly entered under A but not under B, and others under B but not under A. This happens according as

one or other of two related subjects are jointly or separately discussed. Marriage and Divorce, Wealth and Poverty, Liquor Traffic and Temperance Movement, Friction and Lubrication are instances of such co-related subjects. In order to avoid duplication of entries and still to make the index a key to the whole subject-matter, it is only necessary to make use of a pair of " reciprocal " cross-references pointing the searcher from one group of entries to the other and *vice versa*, e.g. :

Liquor traffic. *See also* Temperance movement
(Here follow entries.)

Temperance movement. *See also* Liquor traffic
(Here follow entries.)

Such " reciprocal " cross-references may of course be more numerous than two, although it is rare to meet with more than two entry-words all equally appropriate for some items and each solely appropriate for others, and that is the condition for employing reciprocal cross-references in this way. Cases for the use of two, however, occur fairly frequently.

10. There remains another somewhat different case in which security to the searcher and the minimum repetition of entries are achieved by the use of cross-references. This, as already outlined in (6) above, is when items relating to a comparatively large subject as a whole and also to divisions of it occur intermingled in the text to be indexed. It is then advisable to choose the entry-word suitable to the whole subject for the items which are general in their character, and to index the parts

only under entry-words appropriate to them, at the same time inserting a "multiple" cross-reference from the whole to the parts. For example, in a work on the development of religious freedom:

Free Churches. *See also* Baptists, Congregationalists, Wesleyans
(Here follow entries.)

According to this plan it is usually not necessary to refer *from* each of the sets of more specific entries *to* the more general one. It is assumed that in the course of marking for entry-words all the items dealing with specific parts of the subject have been so marked and are completely covered by the more specific entries. There may, however, be cases in which cross-references also from the specific to the general entries are desirable.

Specific and General Entry-words

11. A question which arises in marking for entry-words is: How far shall one go in the direction of choosing a highly specific heading? While it is rightly insisted that an entry-word should cut at the root of the subject-matter, that is to say should be the word signifying the essential and important element in the piece of information, it is possible occasionally to do more harm than good by excess of zeal in this respect. This is so when the entry-word which must be chosen to denote the finely sifted item is less definite or, for other reasons, less likely to occur to the searcher than one having a somewhat broader signification. For example, in a treatise on copyright law a passage deals with a

solitary legal decision that the gift of a manuscript does not deprive its author of the copyright in it. Here the essential thing is the Gift of the manuscript, which could be used as the heading to an entry of the form :

Gift of manuscript, not a parting with copyright

But the item is far more likely to be sought under Manuscript, for the reason probably that Manuscript is perfectly definite whereas one can think of several possible entry-words signifying the act of giving it. The better entry is therefore :

Manuscript, gift of, not a parting with copyright

Moreover, a little consideration will show this is the only way to deal with such cases. If you index under Gift you can't ignore sub-entry along with the sub-entries under Manuscript which are naturally fairly numerous in a book on copyright. Such sub-entry must be either a cross-reference

—[1] gift of, *see* Gift

or the complete sub-entry shown above. Plainly it is better to choose the latter and make a clean sweep of the item, and that being so the necessity for a separate entry under Gift disappears. It is difficult to formulate a guiding rule for such cases (which are not frequently met with) but it can be said that it is better to be content with an entry-word which is somewhat more general but perfectly definite rather than choose a more specific one which may not be the only one answering the purpose.

[1] Denoting "Manuscript."

We can now come to cases in which more or less precise rules can be prescribed for the choice of entry-words as distinguished from the recommendations of expediency and judgment thus far set forth.

Entry-words for Book Titles

12. In indexing literary works it is an invariable rule that the titles of books shall be entered exactly as they are except that *A*, *An*, or *The* at the beginning of a title shall be transferred to the end. Thus in the index to a book on modern essayists entries will be :

From a College Window (A. C. Benson)
With the Eyes of a Man (Hubert Bland)

but :

Plea of Pan, The (A. W. Nevinson)
Little Tour in France, A (Henry James)

Only so will you satisfy bookmen, who by common consent object to any mutilation of an author's title other than the transposition of an initial article, no matter how undescriptive the first word of the title may be.

But in indexes to works not professing to be literature but written for their information it is permissible to take liberties with book titles by way of converting them into subject-entries. For example a book, *The Principles of Apprentice Training*, quoted in a work or reviewed in a periodical, may have Apprentice marked for its entry-word and be caused to appear in the index as :

Apprentice Training, The Principles of . . .

the italic type showing that the entry relates to a book. Plainly the searcher will have just as much reason to appreciate an entry of this kind as one pointing to subject-matter of the ordinary kind. This method can be applied to a large proportion of the books mentioned or quoted by an author or reviewed in a technical periodical but unfortunately not to all with the same degree of usefulness. The awkward cases will be found to be those of books having very broad titles such as *The Elements of . . .*, *The Principles of . . .*, *A Treatise on . . .*, the subject proper of each being usually identical with that of the book or periodical in which they appear. In including such titles in a subject index one has the choice of alternative entry-words, neither very satisfactory. In the index to a periodical on, say, aviation neither

Elements of Aviation, The

nor

Aviation, The Elements of

is good indexing. The latter is open to the special objection dealt with in Chap. I (4), so that of the two, the former is the better, yet calls for entry also under the author's name even if this is not done for all the books included in an index in the form of subject-entries. It is these general titles and also those that are wholly undescriptive which justify the introduction into the index to a periodical of a sub-index—Books Reviewed.

Marking Names for Entry-words

13. In the case of names of people or places, marking for entry-words is of course a much more straightforward business. Ninety-nine times out of a hundred there can be no choice. In dealing with the relatively small proportion of debatable and difficult classes of name, the indexer may very properly take advantage of the decisions arrived at by cataloguers of books, a large part of whose work resembles the compilation of name indexes. Cataloguers are by no means agreed on all the points of this kind which arise, but the following conventions or decisions are largely based on the rules jointly adopted (with some divergencies) by the (British) Library Association and the American Library Association.

Names of People

14. *Saints, Sovereigns.* Names of these are indexed under the specific name, e.g. St. Augustine as Augustine, St. On the other hand a name beginning with St. and including the latter as part of itself is indexed under S, e.g. St. Helier, Lady (Mary Jeune). Places, buildings, etc., bearing saints' names should be entered under "Saint," e.g. St. Paul's Cathedral.

15. *Peers* should almost always be indexed under their titles. The system of entering them under their family names which is adopted, no doubt with sufficient reason, in the British Museum catalogue and in the *Dictionary of National Biography* is not the best for the indexing of popular or even literary works. The great majority

of peers, past as well as present, are known by their titles, and not by their family names. The indexer must decide for himself when it is necessary to insert an entry of the family name and a cross-reference *from* it to the title, e.g.:

Hyde, Edward, *see* Clarendon, Earl of

16. *Bishops*, deans and holders of other ecclesiastical titles should be indexed always under their family names.

17. *Names beginning with Le or La* or with a preposition which contains the article, viz. Du or Des, are indexed under the prefix. This applies both to French and English names, e.g. Le Sage, La Fontaine under L: Du Moncel under D: Le Gallienne under L: Du Maurier under D. A prefix consisting of, or containing, the article is to be regarded as an inseparable part of the name.

The La and Lo of Italian and Spanish names is similarly regarded, but cataloguers are at variance in dealing with the prefixes Da, Dal, Del and Della. The rule officially adopted by the British and American librarians is to treat these prefixes as separable and to index Da Farina under F, Del Rio under R and Della Torre under T. This difference from the treatment of French names is justified on the ground of conformity with Italian and Spanish custom. Other cataloguers, however, place these prefixes on all fours with Du and Des.

18. *Names with the Prefix De, Von, Van,* if belonging respectively to French, German and Dutch persons are, however, indexed according to the surname proper, e.g. de Rosny under R: von

Helmholtz under H : van Leer under L. The prefix is not part of the name.

But English names of this foreign form (a preposition or article as a prefix) are indexed according to the prefix, e.g. De Quincey under D : Von Donop under V : Van Raalte under V.

It hardly needs to be pointed out that occasional obscurities are bound to arise in the application of these rules and it is necessary to guide the searcher by means of cross-references.

19. *Hyphenated Names*, again, present difficulties. It is suggested by some writers that the indexer ought to discover or judge which is the real family name and index by that. In the case of most English compound names the second name is the real one : among Continental people the real name is usually the first. This recommendation, even if it could be carried out with any degree of certainty, is most confusing to the searcher and asks too much both of him and the indexer. The rule should be to index according to the first name and if necessary insert a cross-reference *from* the name in its inverted form, e.g. :

> Watts-Dunton, Theodore (under W)
> Dunton, Watts-, Theodore, *see* Watts-Dunton, Theodore

A delicate question also arises in names such as Lloyd George and Bonar Law, which are not true compounds, have not even the hyphen, yet are so associated in the public mind that most people expect to find them indexed under L and B respectively. From the standpoint of consistent indexing

this is a mortal sin and perhaps one is going too far in indulging popular looseness of expression by waiving the correct procedure. Nevertheless it is not possible to condemn, on the ground of utility to the greater number of readers, the practice in some newspaper indexes of collecting entries of Lloyd George under L and inserting a cross-reference from a blank entry—George, Lloyd.

N.B. The rules set forth in (17) to (19) above cannot be usefully applied in compiling great name indexes or registers for popular use. See Chap. VIII (7) and (8).

20. *Pseudonyms* consisting of two names are indexed under the presumed surname. If the real name is known, it is usual to couple a blank entry of the pseudonym with a cross-reference to the real name and to collect all the entries under this latter, e.g. :

Eliot, George, *see* Evans, Marian
Twain, Mark, *see* Clemens, S. L.

21. *Initials* used in place of a name are indexed under the last letter, presumably the initial letter of the surname, and the entry is made of the form :

R. (L. G.)

Book cataloguers index also under the first letter, but the bracketing of the letters assumed to denote the Christian names ought to be sufficient indication that the designation has been treated in the same way as a full name.

On the other hand, initials such as M.D., R.A., F.R.S., which are used in place of a name in order to

indicate rank or qualification and are seen to be such by their relevance to the text are entered according to the first letter of the group.

22. *Titles of Firms.* In compiling an A B C catalogue of firms and joint-stock companies, it is usually sufficient to enter each only under the title, e.g.:

Lyons, J. & Co. Ltd.

but in some very comprehensive indexes entry is made as well according to the first letter in the title (even if an initial), e.g.:

J. Lyons & Co. Ltd.

The directories of London and other large towns show that the former plan suffices for the most elaborate lists of firms. See also Chap. VIII (9) to (11).

Names of Places

23. *Place names beginning in St., San, Santa,* are indexed under S, e.g. St. Albans, San Francisco, Santa Barbara. Those having the prefix St. are treated as regards alphabetical position, as though the word was written in full as "Saint," and in many indexes it is "spelt out" in this form.

24. *Compound Place Names,* whether hyphenated or not, are indexed according to the first name even though this may be a qualifying adjective, e.g. East Grinstead, New Brighton, North Shields, West Mersea, under E., N. and W. respectively, although advisable exceptions to this rule can be found such as Great Malvern and Great Yarmouth, which are popularly known without the prefix and are better

entered under M. and Y. The *Post Office Guide*, which is a valuable list of the correct names of places in the United Kingdom, vacillates as regards these two towns, placing Great Yarmouth under G. and Great Malvern under M.

Hyphenated names scarcely ever present any difficulty, since most are of the form: Weston-super-Mare; Henley-on-Thames. The few which include two distinct names, e.g. Blaenau-Festiniog, should be indexed according to the rule already given in (19) of this chapter.

25. *Names of Streets.* It has become the practice of late years to index the names of streets strictly according to title, even when the initial word is not a proper name, e.g. New Bond Street, Old Bond Street, Upper Thames Street, under N., O. and U.

Sub-Index Entries

26. Entry-words to be collected in a sub-index are of course marked along with others. In many cases they will form the entire sub-index entries. If the entries are to appear both in the main index and in a sub-index, the fact is denoted by duplicating the mark over the word. If for a sub-index only, a distinctive mark such as underlining may be used, although it will be found that such is unnecessary in practice when the number and scope of the sub-indexes have been decided upon in advance. Even if the drafting of the entries is carried out by an assistant, the latter will have no difficulty in recognizing those for sub-indexes and will make the necessary provision as directed in Chap. V (15).

Summary

27. It will thus have been seen that the initial step in the making of an index, viz. the selection (1) of the essential subject-matter to be indexed and (2) of the words or headings under which it shall be presented to the searcher calls for a considerable degree of judgment as well as a knowledge of regular practice.

For this reason emphasis has been laid on the fact that this part of the process may and should be done by the person chiefly responsible for the index. It can be done with comparatively little labour by marking the printed letterpress.

An assistant can then continue the work in the way of drafting the entries from the entry-words which have been selected. This part of the process is described in the next chapter, in which it will be seen that the opportunity is provided of checking such work of an assistant in every respect.

CHAPTER V

DRAFTING INDEX-ENTRIES

1. In the previous chapter we have dealt with the considerations to be kept in mind in choosing the first word of each entry in the index. The next step is to draft an entry from each entry-word which has been marked on the letterpress. Here the aim is to describe each item of subject-matter as specifically as can be done, within the limit usually of thirty to fifty letters, in the case of entries which need such description. This assumes that it is permissible to make the index reasonably full in the descriptive sense. If this is not so, the entries will be short and the chief opportunity for ingenuity at this stage will consist not in description but in distinguishing the entry indicating the page where the subject-matter is chiefly treated from others pointing to minor references. As shown in (9) below, this is possible only in certain cases.

A definite system is advised for carrying out this work and will be shown to have certain merits of its own. The chief of these, perhaps, is the facility of ensuring accuracy of page numbers. Another is the convenience with which the index can be submitted to the author of a book in a form in which he can satisfy himself of its character or can make

any corrections he thinks advisable. Briefly this system consists in making the entries on sheets marked off into several sections. The entry sheets are afterwards cut up into what we call entry slips, i.e. sections containing only one entry on each. The materials and cutting, sorting and filing appliances for this purpose will first be described.

Appliances

2. *Entry Sheets.* These are most conveniently of quarto (10 × 8 inches) size. The sheets are marked (by printing) with three lines—rules, as the printer calls them—across the 8-inch dimension, dividing the sheet into four spaces each $2\frac{1}{2} \times 8$ inches. Foolscap can be used and allows of five spaces, but on the whole is less convenient than quarto. The paper requires to be thin enough to go easily into a typewriter, yet stiff enough for the cut-up slips to be handled in a file. A suitable quality and substance is "vellum-wove writing" paper weighing about 27 lb. per ream of large post sheets. At present (1920) prices paper per thousand entries will cost about ten shillings, inclusive of the printing of the dividing lines thereon.

3. *Cutter.* Several forms of cutter may be used for chopping the sheets into slips. The writer uses a "trimming desk" (Fig. 1) sold for photographic prints and consisting of a hinged board, fitted with a guide bar which is pressed against a knife when the board is pushed down. Several entry sheets are slipped under the guide bar against a stop on the board and are thus cut accurately to size.

4. *Sorting Tray.* For speed in first arranging the slips roughly into alphabetical order, a sorting tray

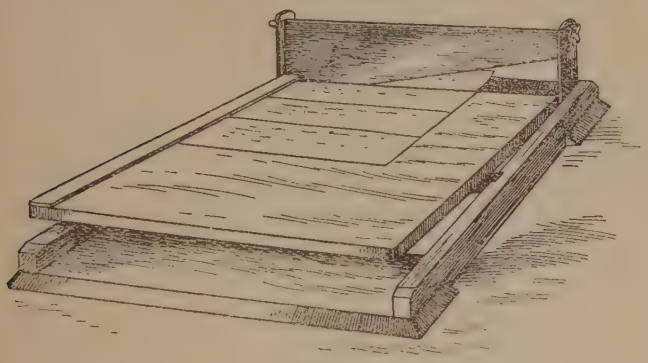


FIG. 1

is a necessity. It consists of a shallow box, about $1\frac{1}{2}$ inches deep, divided into sections corresponding

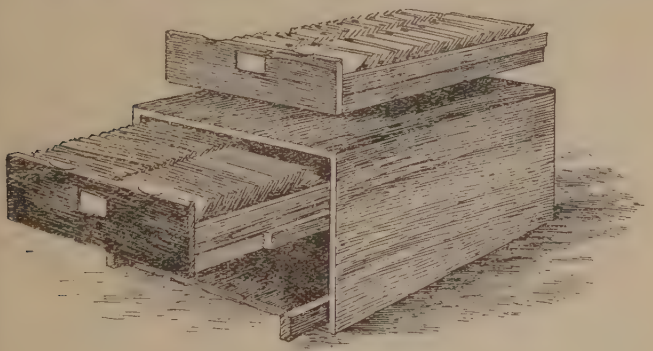


FIG. 2

with the letters of the alphabet and with a few extra divisions to take slips for any sub-indexes. Each division should be about half an inch or so

wider than the entry slip, e.g. $8\frac{1}{2}$ inches, in order that the slips may be quickly dropped in.

5. *Filing Cabinet.* As shown in Fig. 2 this is of the pattern customary for collections of card indexes, the entire drawer coming out of its casing on a double set of runners.

The file should be provided with "guide cards," i.e. cards of the same size as the slips and having each a tab projecting above the slips and marked to designate a part of the alphabet. A series of guides marked A, Al, Ar, B, Bak, Bar and so on up to over a hundred divisions of the alphabet suffices for large indexes, whilst the simple A, B, C, etc. (26 divisions), is enough for smaller ones. Guides are also required, marked with the titles of sub-indexes.

6. The entry sheets have several advantages in practice over single slips or index cards. They are particularly well adapted for use in a typewriter, since the waste of time in putting in and out of the machine is reduced to about one-quarter. A single line of typewriting on the slip is long enough for the great majority of entries: which facilitates the work of editing and revising entries in the final assemblage of entries for printing. The cut slips are handled, sorted, and arranged as easily as the cards of a card index.

The advantage of having the entries four on a sheet for a time is experienced in several ways. If entry-words are chosen by one person and entries drafted by another, the first finds the sheets most convenient to handle, in comparison with single slips, when looking over the work of his assistant. The same thing applies in sending an index to

an author for his approval. Similarly the fourfold greater speed with which sheets are handled facilitates the checking of page numbers by the sequence test of (17) below.

7. The letterpress having been marked for entry-words, it is of course a matter for decision according to individual circumstances whether the entries shall be drafted by the person who carried out the first operation. Experience has shown the writer that the making of the entries can be entrusted to assistants of intelligence with quite satisfactory results if the degree of description required is explained. Any faults of incorrect or inadequate description may be easily corrected on going through the entries whilst still on the uncut sheets. Division of labour according to this plan must of course be made in circumstances where a great volume of indexing is to be done economically or with the utmost expedition. Some, however, may prefer to draft the entries themselves by dictating from the letterpress, marked for entry-words, to a typist. The use of the typewriter cannot be too strongly recommended for the making of "copy" such as that for an index which very often has to be set in type by the printer in a much greater hurry than that for other parts of a work, and in which legibility is therefore of more than ordinary importance.

The Form of Entries

8. Before beginning the actual work of drafting the entries, the indexer needs, of course, to understand if he is required to make each entry as descrip-

tive as reasonably possible or if the index is to be "short" in the sense of Chap. I (6). If the length to which the index is limited compels the short form, his work at this stage is greatly simplified: as regards the drafting of entries he has little more to do than add to the entry-words such others as in most cases will indicate the subject-matter in a broad and general way. For example, the entries relating to the marked passage in Chap. IV (1) will be of the shorter form:

Peel's Factory Act, 309
Factory Act, Peel's, 309
Woman labour, 309
Child labour, 309
Half-time, 309
Meal times, 309
Machinery, 309
Factory Act, Fielden's, 309
Fielden's Factory Act, 309
Ten-hour day, 309
Night work, 309

The corresponding full entries will be found in the paragraph of Chap. IV just referred to.

9. It will be easily imagined that entries identical with the above will be obtained for other items of subject-matter in the work. As a matter of fact they are so obtained in indexing the work from which the eleven examples in the preceding paragraph have been derived; the general form of entry which has been deliberately chosen does not distinguish between them. In the case of many books, however, the labour thrown upon the searcher of looking in all the places indicated by a general entry may be mitigated. These are books in which a

piece of subject-matter is treated exhaustively or fully in one place and only incidentally in others, for example in works of criticism of an author, painter or actor. In such cases, without increasing the length of the index, it is so easy to distinguish the chief items from the minor ones that it is a pity to put the reader to the vexation of finding which is which. The main page reference can be indicated in several ways, e.g. in a book on the character parts of Irving, as follows :

(1) Richard III, 201
— references, 14, 121, 363
(2) Richard III, 14, 121, **201**, 363
(3) Richard III, 201, 14, 121, 363
(4) Richard III, 14, 121, 201 *et seq.*, 363
(5) Richard III, 14, 121, 201–3, 363

Of these (2) is probably the best, though involving an extra cost in type-setting : (3) is perhaps not quite obvious enough and also has the serious drawback that printers will insist on correcting the wrong order, as they think, of the page numbers. Those marked (4) and (5) obviously break down if the chief subject-matter happens to fall wholly on one page.

10. But the ingenuity of the indexer is chiefly called for when he is allowed full scope in distinguishing (as far as is reasonably possible or desirable) every item of subject-matter from every other. In drafting entries for this kind of full indexing he needs to keep in mind something more than making each entry as specifically descriptive as possible. That would be all he would need to worry about if every entry in the index had a different entry-word

or heading. But in the indexes of ninety-nine books out of a hundred there are certain to be groups of entries all having the same entry-word, and in the final preparation of the index for printing the question of how these entries are to be arranged within the group according to some plan or other will have to be considered. Their alphabetical or other arrangement is not a matter of much importance when the group is small in size, consisting of entries to the number of only a score or so. Having brought the searcher to the place in the index where are the entries he wants, it is not too much to expect that he shall look at all of them (in default of their being arranged alphabetically under the entry-word) so long as they are not very numerous. It is certainly desirable to give an alphabetical or some other ordered sequence to the parts of the entries (however few) which follow the heading, yet the absence of such plan is not a thing with which the indexer can be bitterly reproached. But in a great index such as that to the large volume of a periodical or to a set of volumes of a work, the entries under a single entry-word or heading may easily run to such a number that a significant arrangement is necessary. In drafting entries one therefore needs to keep in mind that many—one cannot always tell which—will have to be arranged not in the main index according to the entry-word but in a kind of sub-index and according to the word which immediately follows the entry-word or heading. In the language of the definitions appended to Chap. I, we shall have to arrange such entries within the group according to the sub-headings and therefore

are required to draft the entries so that the sub-entries are susceptible of alphabetical arrangement : " sub-entry " meaning practically the descriptive part of the entry and " sub-heading " the word with which the descriptive part begins.

The indexer will not be long in discovering that while the making of entries sufficiently descriptive is not at all difficult, the doing so in a form to permit of useful alphabetical arrangement of the sub-entries is work which taxes and often defies his dexterity. A microscopical example of it, as carried out in a name index, is given in Chap. II (5). The principle applies equally to subject-entries and generally can be followed only by discarding prepositions and non-significant words in drafting the sub-heading part of the entry. Usually in proportion as one follows this plan the entries become disjointed in form although not necessarily from that cause any less precise in their information. As a rule the indexer can judge at the outset whether alphabetical arrangement of sub-entries is likely to be an important feature of the index and can adjust his practice accordingly. It is pretty certain to be important in the case of technical and technological works. In the case of works of history and biography a chronological instead of an alphabetical arrangement of sub-entries is often the better. In indexing many works it will be found impossible to arrange with any advantage on either of these plans; in which case about the best that can be done is to let the sub-entries appear in the order of their page numbers. There is no purpose in having them in a mock alphabetical order of such words as " by," " in,"

"on": it gives the user of the index a very poor idea of one's methods. But here we are anticipating the work of editing which is dealt with in Chap. VI. So much has already been said because, in drafting entries, the indexer can save much work of revision at the editing stage. So far as concerns the possible arrangement of sub-entries he will save himself trouble by looking upon an entry as composed of three parts succeeding one another in the following order:—(1) the entry-word or heading (already decided by or for him): (2) the sub-heading, which, if possible, should be susceptible of alphabetical arrangement, and (3) any further words necessary for precise description. The example of sub-entries relating to Pipes in the next paragraph shows this construction very plainly, and for hosts of other very excellent examples of similar ingenuity the reader may refer to one of the quarterly volumes of the Official Index to *The Times*.

11. The consideration of entry-making from the point of view described in the previous paragraph may often embarrass the indexer, but on the whole its effect is to help him to make entries precisely descriptive. Too often it is judged sufficient to append to an entry-word or heading a "description" such as:

— value of	— remarks upon
— applications	— effect of
— need of	— improvements in

The objection to this kind of thing is twofold. The words with which the sub-entries begin are wanting in susceptibility to useful alphabetical arrangement,

and moreover such sub-entries do very little by way of telling what the subject-matter is really about. The searcher is prompted to ask : Value for what ? Remarks by whom ? What effect ? Improvements in what respect ? Sub-entries which are longer by only a word or two would answer these questions and are to be preferred, even if they do not lend themselves to alphabetical arrangement. We are here in the difficult places of indexing and often must be content with entries which fall short of the ideal in being both descriptive and " arrangeable " as regards the sub-entries. After all the searcher must realize that in his game of hide-and-seek he is " hot " when he has got to a group of sub-entries and ought to need little further guidance. Still, an example may be given from an index to *Engineering*, of good alphabetical sub-entry arrangement coupled with fairly full description.

Pipes, brass and copper, corrosion of
— cast-iron, moulding boxes for
— concrete, Athens water supply
— copper, deterioration of brazed joints
— flanges, welded, tests
— flow of air in
— steam, small effect of lagging
— water-flow in, coefficients for formulæ

12. On the other hand numerous items of subject-matter will be met the entries corresponding with which cannot be improved by elaboration of description. In a book like *Evelyn's Diary* hosts of people figure in the text by way of the barest mention and figure once only. In such cases very little useful purpose is served by adding anything to

the entry of the name only : certainly none at all if the name occurs only once. But since one cannot tell at the start whether a name will yield one or several entries, the advisable course, in dealing with works abundant in such minor items, is to draft each entry in an adequately descriptive form, and when editing the completed entries to decide whether the description shall be deleted from entries having only one page reference each and retained only in cases when it is necessary to distinguish between several entries relating to the same person, place or thing.

13. The appearance of an index when printed is better for the avoidance of capital letters as far as possible. The printed columns are then easier to read, and in some cases, to which reference is made in Chap. VI (14), the use of lower-case letters except for words which properly require upper-case (capitals) is a means of avoiding ambiguity. Therefore it is recommended that in writing or typing entries the use of upper-case letters should be reserved for those names for which capitals are employed by printing houses of repute. The chief of such names which occur in indexes are : proper names (of people, firms and companies, places, streets and the like) ; societies, associations and institutions ; Acts of Parliament ; sects and religious denominations ; political bodies ; periods of history (e.g. Restoration), or of architecture (e.g. Renaissance). In case of doubt it is better to follow the good printer's rule, viz. to use lower-case. In this as in other respects the entries should be drafted in accordance with what is wanted in the

printed index so that printers can be instructed to "follow copy" strictly and the required result obtained without unnecessary correction of proofs.

The page numbers should be put immediately at the end of the entries, whether long or short, and be separated therefrom only by a comma, e.g. :

Bottle Imp, The, 46

It is a mistake to range the page numbers on the right-hand side of the page or column and thus to leave a gap between the number and the end of the entry, e.g. :

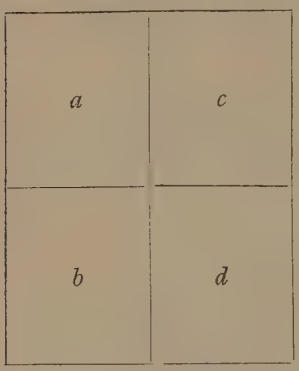
Bottle Imp, The.....46

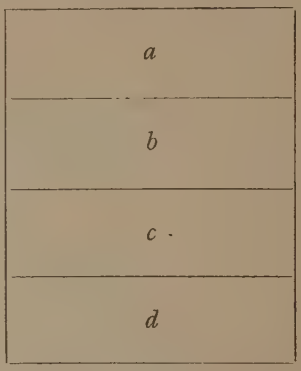
This form (which unfortunately still survives) obviously makes the index more fatiguing in use, particularly when the page is a wide one and the entries set in type full across it. If it is objected, as it very rightly is, that the placing of the page numbers closely following the entries gives such pages a very untidy, unbalanced appearance, the remedy which is sometimes practicable is to set the index in two columns or in more according to the width of the page and the average length of entries.

If the index covers several volumes of a book or periodical, it is customary to use Roman numerals for the volume numbers when these latter do not exceed ten. If higher numbers are involved it is preferable to employ the Arabic characters set in black type for the whole series :

Woodstock, havoc by the rebels, IV, 390
Colombière, natural caves, **41**, 426

In the case of books of large page—the *Encyclopædia Britannica* is an example—the index may direct the searcher to the part of the page by appending the letter *a*, *b*, *c*, or *d* to the page number; each page being assumed to be divided according to





one or other of the plans here shown which apply respectively to books set in two columns and those in one only across the page. In the Official Index to *The Times* the letters *a*, *b*, *c*, *d*, *e*, *f* denote respectively the first, second . . . to sixth column of the page.

14. In drafting entries derived from items in a periodical various forms and devices may be advantageously used as means of identifying the nature of the subject-matter. One of the most obvious and useful is to add the name of the author of an article or paper in the form "By So-and-So," to indicate a contribution in an author's own words, e.g.:

Villon, François, Longnon's researches. By H. de Vere Stacpoole.

For the index to a periodical also use can be made of contracted suffixes by way of indicating what is the nature of the subject-matter to which the entries refer, for example :

(Ed.) to denote an editorial article or note
(Cor.) — a letter to the editor
(Par.) — a paragraph
(Int.) — an interview
(Lect.) — a lecture
(Pat.) — a patent specification

15. Sub-index entries, in an index to either a book or a periodical, do not call for the consideration which is advisedly given to entries in the main index. For the reason given in Chap. II (9) and (10) they are of simple form, consisting usually of the names or titles corresponding with the scope of the sub-index. The following are examples typical of sub-index entries which will be compiled for books and periodicals respectively :

Books.	*Periodicals.*
Ships, Nelson's	*Patents, Authors of*
Seahorse, 41	Bell, T. N.—cycle tyres, 298
Museums.	*Exhibitions.*
Soane's, 95	Serbian embroidery, 9

In drafting sub-index entries, however, each section of an entry sheet which bears one, requires to be marked with the title of the sub-index in order to prevent it from getting into the main index when the single slips are sorted. A contracted form of the title is ample indication and

is quickly typed on the left-hand corner of the section, which thus is of the type :

Ex.
Pan-American, San Francisco, 400

When it comes to sorting the slips those of sub-indexes are readily singled out by these marks, are placed together in the division of the sorting tray allotted to them and are finally placed in alphabetical order.

Routine in Drafting Entries

16. Having now considered the principles which are followed in the wording of entries we can return to the preparation of the latter according to the system briefly outlined in (1) of this chapter. The entry-words marked on the letterpress are dealt with strictly in the order in which they occur. As the entry is evolved from each entry-word the latter is scored through, and as each sheet of four (or five) entries is completed, it is turned face down. On then turning the whole lot of sheets face up —after a chapter or any other portion of the letterpress has been dealt with—we have the entries in the order in which the items occur in the work. At the same time the scoring of the markings on the entry-words

shows how much of the letterpress has been completely indexed. One or more of several things is now done to the entry sheets.

17. The first of these is to verify the page numbers by comparing them, page by page, with the text, or by glancing over the page numbers in order to see that they run in arithmetical order. This latter test detects any clerical error which, despite every care to avoid it, may be made when writing down page numbers either by hand or with a machine. It is a delicate and almost infallible test, for if it happens that an error is made which does not disturb the sequence of page numbers on the sheets it must be a very little one. In most cases every page number of the work will occur in this sequence of page numbers and usually each page several times in succession, the series being of the form 250, 250, 250, 251, 251, 252, etc. Therefore an error which does not introduce a departure from the arithmetical order obviously is only a single unit, so that the searcher is led to the page next to the correct one or, at the worst, the error is only two or three units, and the entry then points the searcher to a page which is two or three pages away in the rare cases where several pages have yielded no subject-matter for entries.

In a long use of this test the writer has met with only one circumstance which interferes with it. In many periodicals it is the custom to put the name of an author of an article only at the end of the closing paragraph. In drafting the corresponding name-entry the number of the page on which the article *begins* will, however, be rightly employed

and will often be several units lower than others (attached to entries derived from the article itself) which precede it on the entry sheets. Hence in drafting entries as one comes to each marked entry-word in the letterpress one gets on the entry sheets in such cases a series of page numbers, some of which are out of the arithmetical order. The difficulty may be met either by checking the out-of-order page numbers against the letterpress or by making it a rule to draft the author entry as soon as the beginning of the contribution is encountered.

18. The next process through which entries may pass whilst still in order of page numbers on the uncut sheets is any revision of their wording when this part of the work has been done by assistants : or the sheets may be sent with the letterpress to the author, who can thus readily compare the entries with the particular items in his text which they are to represent in the index, and can correct any errors of interpretation such as may arise in the indexing of a work on a highly technical subject.

19. In the case of an index to a periodical made as each issue appears, it is sometimes of advantage to stamp each entry slip with the date of the issue. The practice has an office utility, since the index then tells the date of the issue containing an article or other item of contents without the trouble of consulting a file to discover the date corresponding with a given page number. Moreover if, as will sometimes occur in spite of every precaution, an entry minus its page number manages to pass into the complete collection of slips and is detected when reading proof of the index, the date on the slip

allows of the page number being quickly found at this eleventh hour, whereas without its aid the search for the item may be a tedious business.

20. This stage of the work may also be selected as the most convenient one for drafting any cross-references which are considered necessary. The use of cross-references must necessarily have been in one's mind when marking the letterpress for entry-words, and it is of course practicable at that first stage to write an instruction, in reference to any entry-word, of the contracted form " C.R. So-and-so," as a means of originating cross-references at the outset. For example, you would note against the marked entry-word Breck referring to the Jacobite Alan Breck Stewart (the Alan Breck of R. L. Stevenson's *Kidnapped*) an instruction " C.R.—Stewart " which the drafter of entries will cast into the form

Stewart, Alan Breck, *see* Breck, Alan

But perhaps on the whole, when the work of marking and drafting is divided between two people, cross-references are introduced with the least amount of labour by the chief indexer when revising and passing the entry sheets. He can simply write them in accordance with the requirements of the entries before him, using for the purpose blank entry sheets which are cut up with the others.

21. The last step at this stage is to cut up the entry sheets and sort the resulting slips with the appliances described in (3) and (4) of this chapter. The slips are then separated under the various letters of the alphabet (and sub-indexes), arranged

provisionally into alphabetical order and placed in the file.

In this first alphabetizing, it is a saving of labour, if the number of slips is large, to sort first according to the first letter of the entry-word and then according to the first two letters.

In adding successive batches of slips to an existing incomplete file, the lot to be added must first be alphabetized: if they are not in alphabetical sequence, much time is wasted in finding the proper places for them here and there in the file. For greater speed in manipulation the writer finds it best to deal with them in the reverse order of the alphabet; that is to say, the last slip of the batch to be inserted is taken and the slips already in the file (beginning at Z) raised slightly by pressing the backs with the finger and examined in turn until the place is reached for the insertion of the new one. One proceeds in this way through the file in the Z–A direction simply for the reason that it is more expeditious to bring slips into view by manipulating the back of each than by turning down each by the edge so as to disclose that behind it when working in the normal direction.

Successive batches of slips are inserted in the file until the whole series has been accumulated and the latter is then in readiness for editing, viz. preparation and arrangement for the printer, as described in the next chapter.

CHAPTER VI

EDITING ENTRY SLIPS

1. The entry slips having been brought approximately into alphabetical order, it remains to prepare them finally for the printer. This editing consists in carrying out several distinct kinds of revision as the occasion for each is seen, on going through the slips in succession. Although in practical work one revises first in one way and then in another as the necessity arises, one cannot avoid considering this stage of the process as divided into separate operations. These are :

(*a*) Assembling several page numbers of the same entry on to a single slip.

(*b*) Placing entry slips in final alphabetical order according to the entry-words.

(*c*) Arranging entries having the same entry-word in some significant order among themselves and eliminating repetition of the entry-word.

(*d*) Marking slips arranged as in (*c*) to indicate the style of type-setting.

(*e*) Inserting and checking cross-references.

(*f*) Correcting errors in the sorting or alphabetical placing of entry-slips.

Of these (*c*) is the species of revision which is of chief importance and presents the most difficulties.

(*a*) Assembling Page Numbers

2. If the index is of the short-entry form illustrated in Chap. V (8) there will be numerous groups each of several identical entries on as many separate slips. The index to a periodical will also yield such as the result of an article being continued through several issues. All that is necessary is to transfer higher page numbers to the slip bearing the lowest. Special indication of the page number of chief importance, as described in Chap. V (9), should of course be repeated when copying the subsequent page numbers on to the one slip.

In cases where entry slips are to be kept for re-indexing, the slips from which page numbers have been transferred should not be thrown away but put on one side for re-sorting into the order of page numbers, along with those actually used, in readiness for use in compiling a revised edition of the work. See Chap. VIII (1).

(*b*) Alphabetizing Entry-Words

3. It is hardly necessary to point out that the alphabetical arrangement is that of the single entry-words as they stand: the separate word which follows an entry-word is not to be regarded as making one with it for alphabetizing purposes. Expressed differently, we must first use up all the entries having the same entry-word and place next in order those the entry-words of which impose a subsequent alphabetical position. For example:

Light, stellar Lightning	not	Lightning Light, stellar

It is simply the dictionary order. On the other hand the rule observed in standard dictionaries in regard to hyphenated or compound words leads sometimes to awkward arrangements. The compound word is treated as a whole. For example :

Sea		Sea		Sea
Seal	not	Sea-sickness	nor	— sickness
Seascape		Seal		Seal
Sea-sickness		Seascape		Seascape

Yet the treatment of truly hyphenated words as not susceptible to the use of a repeat mark illustrated in the third of the above examples is open to argument. It is a minor point on which indexers will differ ; some having no hesitation, for example, in grouping " sickness " with separate sub-entries under " Sea." But it is probably better to follow the practice of lexicographers in such matters. The dictionary of specially debatable words, by F. Howard Collins, issued by the Oxford University Press as *Author and Printer*, is a very useful reference work in these and other cases.

4. The singular and plural forms of words ending in *y* occasionally cause a little awkwardness in alphabetizing owing to the singular form coming later and sometimes being separated from the plural by other entries. A well-knit alphabetical order can usually be obtained by converting the singular into the plural or *vice versa*, e.g. :

(*a*)	(*b*)
Distilleries	Distilleries
insurance	insurance
women labour	plant
Distillers, census	women labour
Distillery plant	Distillers, census

In such cases form *a* should be rearranged as shown in *b*. By some indexers the practice is adopted of appending the plural form to the entry-word in the heading :

Artist(s),

so that sub-entries may be read as applying to one or the other. This is a very simple way of dealing with the "singular and plural" difficulty since the purpose of the double heading should be obvious.

5. Another little problem in bringing entry-words into real alphabetical order arises in the case of those which though spelt the same have different meanings, e.g. bath, drill, mine, port, spring, and tap, to name a few only. Shall a group of such identical entry-words be placed alphabetically according to the sub-entries regardless of the changes in meaning? The question arises rather infrequently and is best considered with others related to it as is done in (13) and (14) below.

6. But the chief difficulty in deciding what is the best alphabetical order is experienced in great name indexes containing both the names of individuals and the titles of firms. The rules which provide the most satisfactory solution of the problem are dealt with in special reference to these latter in Chap. VIII (6 *et seq*). Here it will be sufficient to point out that names beginning in Mac, Mc or M' are all treated as though uniformly of the spelling Mac— and are alphabetized according to the succeeding letters. Names having the prefix St. are regarded

as having this latter " spelt out " as Saint and are placed alphabetically as :

Sainsbury
St. Aubyn

German names having the modified ä, ö or ü receive alphabetical position as though spelt with a, o or u, respectively.

(*c*) Arranging Entries having the same Entry-Word or Heading

7. The arrangement of entries which indicate differences in subject-matter relating to a given thing, person, etc., is an element in the making of an index that calls for as much judgment as any other. Obviously some arrangement " according to plan " is of little moment if such entries are few : in a great index, where they may be very numerous, it becomes as important as alphabetical arrangement of the index as a whole. Yet it must not be assumed that an alphabetical arrangement of sub-entries is invariably the best. In Chap. V (10) we have seen that a serviceable alphabetical arrangement is often an ideal which it is difficult to achieve. Drafting of entries with this object in view will facilitate good alphabetical arrangement at the present stage, but the indexer requires to keep in mind that other schemes of arrangement are open to him and may be more advantageous to the searcher.

8. A chronological order is plainly applicable in indexes to books of history or biography, not only on account of the fitness of the scheme to the

subject-matter but because of the difficulty of compiling sub-entries which can be usefully arranged in any other way. At the same time the entries alone may not suffice to show the true chronological order. In the case of some works in which the theme is developed in strict correspondence with the passage of time, entries which are in order of the page numbers will of course be in chronological order, but it will not do to rely on that being so. To do so, in the case of many works in which the historical narrative is taken up at a fresh and earlier point in treating it from other standpoints, will obviously lead the indexer astray. For this reason, if it is decided at the outset to arrange sub-entries chronologically, a note of the date may be made when drafting each and every entry in the first instance on the entry sheets. The chronological arrangement of those of them which subsequently are found to require treatment is then a perfectly straightforward operation. The date is marked separately, not as part of the entry, although notable dates may very appropriately be embodied in entries of this kind : if the date is assigned to every entry (to which a date *is* assignable) this can be very easily and efficiently done at this later stage, to whatever extent may be thought desirable for the improvement of the entries. Whilst a datal order of sub-entries is unquestionably the best, in many indexes of historical subject-matter it will almost always be found that some entries do not naturally fall within its scope ; for example, those relating to personal characteristics or later judgments of a man whose doings form other sub-entries under his name.

Here one can only follow the chronological order for the actual happenings and place other non-datal sub-entries together after them.

9. Another plan which sometimes has its use is to arrange the sub-entries in a descending scale from the general to the particular, placing first in the group those which indicate a wide review of the item of subject-matter and endeavouring to make the others conform, as regards their order, to the more specific character of the items in the text to which they point. The drawback to this arrangement is that it is difficult to give it the appearance of the result of a definite plan, and unless you can make apparent to the searcher that a definite scheme of arrangement has been adopted and what that scheme is, you may almost as well have none at all.

10. Still another method of dealing with numerous sub-entries to a single heading is to classify them under a series of sub-headings in alphabetical order, for example :

Income tax
  Budget proposals
  investments, colonial
  investments, foreign
  married persons
  revision
  super tax

After all, in doing this, we are only rectifying the drafting of our entries so that they become susceptible to significant alphabetical arrangement. With all the entries completed, we are able to perceive more clearly the way in which they should

have been drafted in order to yield sub-entries beginning with words which usefully indicate the respective sub-divisions of the subject. It is along these lines that the effort to arrange groups of sub-entries under a given heading should be made—beforehand, as described in Chap. V (10), and by after-revision of the entries at the present stage. In the light of the problem we have just been considering, a re-reading of Chap. V (10) and (11) will make it clear that in drafting entries with a view to the subsequent arrangement of sub-entries, we should put next in order to the entry-word or heading a word denoting the sub-division of the subject to which the entry belongs and should then add the necessary words of specific description.

11. In a great index to a work covering the intricacies of widely different subjects there may be further sub-divisions of a sub-division. For example in the Official Index to *The Times* we find subject-matter relating to disputes as to the standardization of the rates of railwaymen's wages sub-classified to the fourth degree, as:

Labour
railway
disputes
wages
standard rates

but this is an extreme refinement of sub-arrangement necessitated only in the index to a work which treats of many departments large and small of many different subjects and contrived with the special object of bringing the most closely related sub-

divisions of a great subject near to one another in the index. In indexes of fair size it is very seldom indeed that a sub-heading more analytical than one of the second degree (corresponding with " disputes " in the above example) is needed or can be usefully employed.

12. The entries forming a group by virtue of having a common entry-word or heading having been arranged in the decided order, it remains to delete repeated entry-words (or headings) so as to display by one or other of the styles of type-setting, the cognate character of the entries within the group. If we select first for illustration the indented style of setting, the procedure to be followed will be clearly seen. We have for example the entries:

League of Nations, Abyssinia, admission
League of Nations, Canada, Parliament, discussed
League of Nations, Canada, status
League of Nations, capital, Geneva, prospects

By making the heading of the first entry a line by itself and deleting it from the succeeding entries, this becomes:

League of Nations
  Abyssinia, admission
  Canada, Parliament, discussed
    status
  capital, Geneva, prospects

It will be noticed that the repeated sub-heading " Canada " has also been deleted and the fact denoted by a further indentation of the remaining part of the entry.

If however the repeat style of setting is adopted the entries become:

League of Nations, Abyssinia, admission
— Canada, Parliament, discussed
— — status
— capital, Geneva, prospects

Here it will be noticed that a single dash, or repeat mark, is used to denote a three-word heading. This may be taken as the general rule, that is to say the one repeat mark is used to denote the common initial part (whatever length it may be) upon which the remaining portions of the entries depend: and the same applies to the use of the dash in substitution for a repeated sub-heading. The nature of the sub-entries will show the meaning of the repeat mark with sufficient clearness and their alphabetical arrangement is a further preventive of misinterpretation.

If set in "condensed" style the above entries will appear as below. Page numbers have been inserted for the sake of clearness

League of Nations: Abyssinia, admission, 364: Canada, Parliament, discussed, 291: Canada, status, 704: capital, Geneva, prospects, 90

The marking of each slip for type-setting is shown in (16), (17) and (18) of this chapter.

13. The arrangement of identical entry-words having different meanings, to which allusion was briefly made in (5) of this chapter, may now be further considered. Shall a group of entries having such an entry-word be arranged in alphabetical order (according to the sub-entries) with the possible

result of entries relating to one thing being distributed among those relating to another? There can be no doubt that the index is better if such entries are not intermingled. The simplest device for avoiding the defect is to insert an instruction to look further down in the group for entries corresponding with the other meaning of the entry-word. For example, in an engineering work:

Mine (Explosive—*See below*)
air-compressor for Rand

Then, following entries relating to mine in the sense of a deposit of minerals, are placed those relating to explosive mines, beginning as:

Mine (explosive)
aluminium casings

The entry-word is repeated when starting the second division of the group in signification of the change of meaning. It is bad form to use the repeat mark or its equivalent indentation to denote the same word used in a different sense. For example in the index to *Evelyn's Diary* certain entries under Bath should be:

Bath, description of		Bath, description of
Bath, Earl of	not	— Earl of
Bath, Knights of the		— Knights of the
Bath, Venetian		— Venetian

No doubt the point is a minor one, and perhaps in this particular instance the second form will not mislead anyone, but the practice can lead to ridiculous entries, such as the classic "howler" of the indexer:

Mill, J. S., on Liberty
— on the Floss

It should be the rule to repeat the entry-word in full in correspondence with a change in its meaning, at the same time avoiding the necessity of excessive recurrence of the full word and the repeat mark by bringing cognate entries together in separate batches by means of the device already illustrated in this paragraph : occasions requiring this twofold kind of arrangement are, however, comparatively rare.

14. It is much more common to meet with alphabetized groups (of entries having the same entry-word) in some entries of which the entry-word forms part of a title of a book, institution, Act of Parliament or other designation which, strictly speaking, is not divisible and therefore should not appear in the mutilated form produced by denoting its first word by a repeat mark. For example :

> Optical munitions, mass production
> Optical Society, congress on technical training
> Optical symbols, international convention
> — tests in glass manufacture

In an instance such as this, where there is no change of meaning, it is perhaps a mistake to insist overmuch on the observance of this rule. The use of the repeat mark for Optical in the second entry could not possibly mislead ; and if, as here printed, lowercase letters are used for the purely subject subheadings, the capital letter of Society marks this entry as one of a title, though the absence of the first word of the title is a little awkward in appearance. There is thus as much to be said for using the repeat mark as for the alternative of starting a fresh lot of subject-entries the first of which in the above

example has Optical "spelt out" afresh: for, if it is considered inadmissible to use a repeat mark which is the sign of a subject entry-word to denote the first word of a title-entry, it is equally so to use a title-entry word (or a repeat mark denoting it) in substitution for a subject entry-word. It is therefore no wonder that indexers' practice in this matter is found to vary from one alternative to the other. It is almost bound to do so according to the character of the book and the size of the index.

But as regards book title-entries set in italic type among subject-entries having the same entry-word there can be no compromise. The title must be set out in full, e.g.:

Diesel engines, lubrication
Diesel Engines in Practice (L. Bryan)

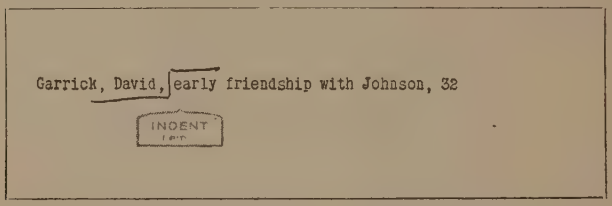
Similarly in a work of literary criticism where the book title-entries must be set in italic, a repeat mark denoting an italic entry-word should not be used to signify the name of the character from which the book takes its title. For example the correct form is:

Pendennis, real people in
Pendennis, Thackeray's opinion of the character

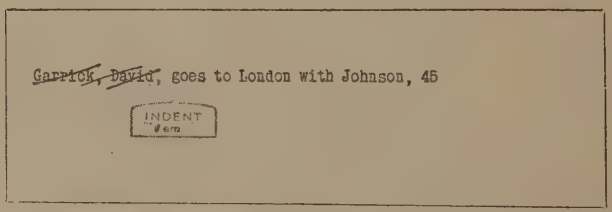
(*d*) Marking Slips to Indicate Type-Setting

15. It will be understood that this operation applies only to groups of entries having the same entry-word. These require to be marked in order to show the printer exactly what is to be done according as the "indented," "repeat," or "condensed" style of setting such groups is adopted.

16. For the indented style, the entry-word or heading of the first entry of the group forms a line by itself without a page number. This is indicated as shown below, the remaining part of the entry being marked (e.g. rubber-stamped) " Indent—1 em " to show that it is to be set slightly to the right of the vertical line on the left to which entry-words are " ranged " by the printer.



In succeeding entries under this same heading, the latter is deleted and the sub-entry marked as before for indenting, e.g.:

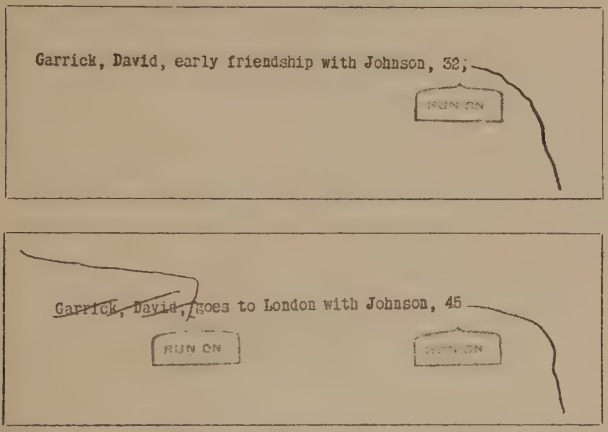


Although an indentation of 1 em is shown as being directed in this and the preceding example, it should be understood that a greater degree of indentation may frequently be employed with advantage; as a rule, when the index is set on a rather wide type-space.

17. For the " repeat " style of setting the first entry of the group is left as it is; in subsequent entries the entry-word or heading is deleted and

replaced by the dash or repeat mark put immediately below it.

18. For the " condensed " style, the first entry of the group is likewise left intact but the slip is marked, either by lines or with a rubber stamp, as shown below, to indicate that the matter is to be " run on " consecutively with the sub-entries of succeeding slips. When marked for this style of setting the two entry slips of the above example will be as below. Both forms of marking are shown.



Succeeding entries under the heading Garrick, David, are treated in like manner.

(*e*) Inserting and Checking Cross-References

19. It is at this stage, when all the entries have been marked, that one must see that the cross-references are in order and may also insert fresh ones.

So far as concerns the "single" kind of cross-reference one has only to see that an instruction such as :

Numismatics, *see* Coins

is justified by the presence of entries under Coins. If the work is one which is being indexed for the first time, one will naturally expect to find things in order in this respect since the cross-reference from Numismatics will have been originated as the result of making entries under Coins. But in re-indexing a work or in freshly indexing a subsequent volume of a periodical, one will advisedly have the cross-reference slips present at the start—for the purpose of ensuring continuity of treatment—and it is therefore necessary to make sure that the indexing process has yielded entries under the heading to which the cross-reference directs the searcher. If it happens that there are none, the cross-reference is of course removed.

Although no doubt the strictly orthodox indexers will dissent, it requires to be said that instances occur in which one can use a cross-reference of this kind in too rigid a manner. This is when there is only one page-reference under a heading to which the searcher is directed from a cross-reference elsewhere in the index. In such a case there is no reason why one should not cut out the intermediate step : it is better to convert the cross-reference into an ordinary entry by substituting the page number for the entry-word *to* which it refers. Example :

Mademoiselle, La Grande, *see* Montpensier
Montpensier, Anne Marie Louisa de Bourbon, 393

It is surely better to waive the rule and convert the cross-reference into :

Mademoiselle, La Grande, 393

But if there are several entries under Montpensier, and particularly if they are separately described, the cross-reference (without page numbers) should stand.

In the course of revising the completed slips in the various ways described in this chapter, we must also keep an eye open for entries which by misjudgment may have been given an entry-word which is substantially a synonym of another under which entries are collected. If such are encountered, they require to be transferred to the group having the entry-word which is judged the best choice and their place taken by a single cross-reference to this latter entry-word or heading. If it is judged that they can be left where they are, there must then be a pair of " reciprocal " cross-references pointing from each group to the other. The circumstances in which the one or the other of these devices is necessary have been dealt with in Chap. IV (8) and (9).

20. Cross-references of the " reciprocal " kind likewise require to be checked at this stage in order to see that entries do occur in the two places in the index. As in the case of a " single " cross-reference they will almost certainly be found all right in this respect when the index is a newly made one : the check is chiefly necessary when the cross-reference slips from a previous indexing have been adopted for a re-index, on the reasonable assumption that they will be needed.

Also in going through the slips we may come across a group of entries which calls for cross-referencing to and from another existing in the index but not so connected with it. For example in Chap. IV (5) Marriage and Divorce are instanced as two entry-words which call for cross-referencing between them. At this later stage it may be seen that entries occurring under Illegitimacy include among themselves some which bear on the question of Marriage whilst under Marriage are some relating to Illegitimacy. Hence a cross-reference is appended to the latter heading :

Illegitimacy. *See also* Marriage
(Here follow entries.)

whilst the cross-reference from Marriage, in our example, is expanded to :

Marriage. *See also* Illegitimacy; Divorce

21. With the difference set forth in Chap. IV (10), these occasions for revision and checking present themselves also in the case of those " multiple " cross-references from general to more specific groups of entries.

(*f*) Correcting Errors in Sorting

22. It is hardly necessary to say anything on this form of editing. Rectification of the position of any slips which have become misplaced will of course be done whether the error be one of alphabetical order or of the placing of a sub-index slip in the main index.

CHAPTER VII

SETTING UP IN TYPE AND READING PROOF

1. It will have been plain from the previous chapters and particularly from (12) to (18) of Chap. VI that the style of type-setting in which the index is to be set is preferably decided at the outset in consequence of the somewhat different requirements of the indented, repeat and condensed styles as regards groups of entries having the same entry-word or heading. The characteristics and relative advantages of these styles have already been described in Chap. II (13); and in Chap. VI (15) to (18) we have seen how entry slips are marked so as to instruct the printer precisely in setting according to one style or the other. The recommendation has also been made in Chap. V (13) that entries should be written or typed with the least use of capital letters. If these working methods are adopted the completed entry slips will be in such a state that they can be handed to the printer with the caution to "follow copy" and the result, when set up in type, will be exactly in correspondence with one's intentions. Depending on one's knowledge (or ignorance) of a printing house's idiosyncrasies, it may be well to warn the printers specially that throughout the "copy" lower-case letters are used

deliberately where others perhaps would employ upper-case (capitals) and that liberties are not to be taken in this respect. Also the ditto symbol (,,) should not be used in place of the dash (—), on account of its less neat appearance. Nor should words be put in quotation marks unless so directed in the "copy." Generally speaking the printer's business—or rather that of his reader—is to cause the proof to conform to the copy and to question the correctness of what he thinks to be errors, not take it upon himself to put them right. The question of setting thus resolves itself, so far as the relation of the indexer to printer is concerned, into a choice of the size of type and number of columns of index matter across the page of the book. It is well to judge of these by having a score or so of entries set up in type as a specimen before releasing the whole index to the compositor.

2. The entry slips, having been finally arranged in the order of the index, should be numbered consecutively before sending to the printers in any manner which will not cause confusion with the page numbers. The numbering provides a useful caution to the printer that due care is to be observed against loss of a slip. Although some people hesitate to send an index to a printer in slip form but go to the trouble of pasting the slips on large sheets of paper, the writer, in a fairly long experience, has never lost a slip at the printer's. Possibly the loose form of the "copy" inspires greater care just as highly illegible writing will often be set up in type more accurately than typewritten matter.

3. On receiving proof, the entry slips require to

be read aloud by one person while another examines and corrects the proof. Also, the proof should be read separately for alphabetical order of the printed entries.

It should be made an invariable rule to get back these corrected proofs from the printer together with a pull from the type-matter after the revisions have been carried out. This is necessary in order to see that the corrections have been properly made and also that in correcting one error a compositor has not introduced a fresh one. The latter is particularly liable to occur if the type is set on a Linotype or other type-setting machine.

4. These proofs will usually be "in galley," that is to say will have been taken while the type-matter remains in fairly long single-column pieces. When corrections have been carried out the printer proceeds to put this galley matter "into chase," viz. arranges it in a series of metal frames each corresponding with the size and shape of the page of the book or periodical. He then submits proof (page proof) either of each page singly or of the whole four, eight, sixteen or thirty-two pages (signatures as they are called) which as whole sheets make up the book. Proof of the index in this page form requires to be scrutinized for several errors of omission which are very commonly made. The first line of each column should be examined for occurrence of a repeat mark instead of the spelt-out entry-word or heading in cases where the division into columns falls somewhere in a group of entries. The entry-word or heading must appear in full at the head of a column ; and the same applies to the

indented style of setting in which the heading (without any page number) should be repeated at the head of a column with the addition—(*continued*). Similarly where a series of sub-index entries run over from one column to another the title of the sub-index, with the addition—(*continued*), must appear at the head of the second column.

Type-Setting of Index to a Periodical for Simultaneous Publication with Last Issue

5. The publication of the index to the volume of a periodical as part of the last issue of the volume to which the index relates will very often make it necessary to adopt a somewhat different procedure in sending the index slips to the printer. Most periodicals require to be printed as soon as "made up" in page form so that there is no time available for completing and arranging the index or even—if this is done as far as possible in advance—for setting it up in type. A method of working which meets these conditions is as follows :—

Immediately the last issue but two of the volume has been published the index (complete to this issue) is arranged and set up in "galley" form by the printer. The galley proofs are read by the time the last issue but one is published. Index entries from this issue are then put in on the galley proofs, which are then returned to the printer with the instruction to add them and to "make up" the index into pages, but "loose," that is, each column short by a few lines so as to leave room for the entries relating to the last issue of all. The corrections and the new

entries are checked on these made-up proofs and then, when the last issue is available in page form the entries derived from it are put in on the made-up proofs just as the entries of the preceding issue were inserted in the galley proofs.

Under the conditions prevailing in the production of a monthly or weekly periodical this plan works quite satisfactorily for a comparatively large index —one of 8 or 12 pages and including 3000 to 5000 entries—but if the index is of great size it is certainly better to defer publication until after the last issue of the volume. The final work of assemblage and editing can be done at a more leisurely pace and every entry put in its place before sending the slips to the printer. Even when the index is published subsequently it is just as well, if it is of considerable size, to carry out the work of "editing" the entry slips (Chap. VI) provisionally at a time an issue or two in advance of the completion of the volume. If that is done the index can be published almost immediately after the appearance of the last issue to which it applies.

CHAPTER VIII

RE-INDEXING. SPECIAL KINDS OF INDEX

1. THE system which has been advocated in the preceding chapters of this manual, viz. the use of separate slips each of one index entry, effects a great saving of labour in the making of an index to a revised edition of a work. Plainly the insertion of fresh matter here and there, though only a few pages altogether, will upset the correctness of the page numbers in the index; in most cases, of all of them. But if the entry slips are sorted into the numerical order of the page number on each, it is a very simple and rapid operation to examine the text in comparison with them and to assign new page numbers to the entries.

In doing this we use not only the entry slips actually sent to the printer for the index of the previous edition but also those eliminated in the process of assembling several page numbers on a single slip, as described in Chap. VI (2). In sorting into numerical order, the slip *to* which other page numbers have been transferred is placed in position in accordance with the lowest of these numbers. When the whole lot of slips have received their fresh page numbers (or the existing page numbers

have been confirmed) they are sorted into alphabetical order and the index is ready for editing, so far as the repeated subject-matter is concerned.

As regards the fresh matter, the best plan is to obtain the " copy " supplied to the printers for the revised edition. This, consisting almost invariably of proofs of the old in admixture with manuscript of the new, will permit of the latter being marked on the proof-sheets of the new edition. In default of this help, the author may perhaps be induced to mark the proof-sheets, and if neither aid is available the indexer himself, as he goes through the work getting his new page numbers, will detect the new matter with a large measure of certainty by comparing the new and the previous edition whenever a gap in the page numbers is encountered. The gap does not inevitably denote the new matter, and new matter may be present without creating a hiatus in the sequence of page numbers, but nine times out of ten, in the case of a reasonably full index, the new matter must be very insignificant in size to be without effect in this respect. Nevertheless the test is not infallible and it must be realized that an addition or correction may be important though occupying a negligible amount of space. The author's " copy " for the revised edition is a certain means of identifying the new matter, but if it cannot be obtained the indexer who wishes to make sure that no fresh item escapes him must mark the entry-words from the old slips on the proof sheets of the new text and then go through the work, scrutinizing it for fresh entries.

It will thus be seen that in certain circumstances (absence of certain indication of fresh matter) the use of the previous index slips, re-sorted into the order in which entries appeared in the previous edition, may call for such an amount of labour as largely to nullify the advantage which the method possesses under favourable conditions. If it is seen that there has been great revision and re-writing it will be better to start the index *de novo ;* but even in that event the entry slips in the order of the original subject-matter can hardly fail to be of service.

2. A particular case of re-indexing is that of an annual publication a definite part of the contents of which is repeated year by year whilst other parts are totally different in each issue. There are many such books among technical annuals in which it is common to find whole sections of tables and other reference data as permanent features whilst special articles, appearing once only, make up the remainder of the pages.

When first indexing a work of this kind, the slips which are to be kept for subsequent use should be marked to distinguish them from the others which it is useless to keep. They may be rubber-stamped REPEAT or indicated in any other convenient way. Then when the index has been finished and printed, these marked slips are picked out and arranged in the order of the page numbers in readiness to receive the fresh page numbers of the succeeding edition.

In this case also new subject-matter inserted in the section which is repeated must not be overlooked.

But if, as is usually the case in this class of publication, the repeated subject-matter consists of definitely separate items (as distinguished from more or less continuous text) additions are easily recognized.

Indexes to Commercial Catalogues

3. The chief quality in an index to a list of goods is that the searcher, whoever he or she may be, shall find what is wanted at the first shot. Refinements in the way of cross-referencing are out of place: the user of the index must learn the page number by a single consultation. In the case of articles having names each of one word only the result is bound to follow from the insertion of the name in the index, but a glance at any large catalogue of miscellaneous goods such as that of an important department store will show that instances of single names, e.g. Spinach and Quoits, are hard to find. The great majority of the listed things have names consisting of more than one word, e.g. Powder Puffs, Oatmeal Soap and Fountain Pens; Colman's Mustard, Primus Stoves; Ammoniated Tincture of Quinine, Liebig's Extract of Meat.

4. The indexer will have his own opinion as to which of the two or three words forming the name is the one under which the article will or should be reasonably sought. But it is not enough to index in accordance with that assumption: he must anticipate all the possibilities, reasonable or—one is tempted to say—unreasonable, but perhaps that is going rather too far. Certainly in cases such as

those just instanced entries should be duplicated or triplicated as :

Powder Puffs
Puffs, Powder

Primus Stoves
Stoves, Primus

Oatmeal Soap
Soap, Oatmeal

Ammoniated Quinine
Quinine, Ammoniated
Tincture, Ammoniated, Quinine

Fountain Pens
Pens, Fountain

Liebig's Extract of Meat
Extract, Meat, Liebig's

Colman's Mustard
Mustard, Colman's

Meat Extracts

5. But when multiplication of entries is done to the degree indicated by the above examples it will be found that a limit must still be set. You can carry the rule to purposeless excess. Thus in an index of this kind one finds sixty entries under the heading Fancy.

Fancy dress

is obviously the only form of entry for the goods it describes.

Fancy note-paper
Fancy vests

are perhaps admissible, but it is certainly a waste of labour to provide entries such as :

Fancy brass rails
Fancy feathers
Fancy wastepaper baskets

Similarly the indiscriminate use of Silver, Silk, Wool, Cotton as entry-words for entries relating to miscellaneous goods consisting of these materials

leads to a number of really useless entries, as does also that of Powder, Portable, Polished or Patent in the same manner. There will usually be a few items which require such entries, for example, Patent Medicines, but not Patent Pillow Cases or Patent Tie Press.

Great Name Indexes

6. In compiling a name index of either of the kinds described in Chap. II (5), that is to say, where each name-entry represents actually certain subject-matter, it is rare for the list of names to run to enormous length. Hence the compilation does not involve the difficulties, chiefly of alphabetical arrangement, which are peculiar to a list of names to the number of several or many thousands. There are, however, books the indexes to which consist wholly of the names of persons, firms or companies, or, more usually, of two or more of these classes of names in admixture. It is obvious that the making of such an index is an almost completely mechanical process in which there is not the occasion for the judgment required in indexing subject-matter. On the other hand, great name indexes present certain problems of their own, and as these problems arise in making any large alphabetical list of persons or firms they have a commercial importance which justifies considering them at somewhat greater length than their occurrence in indexing in the sense of this manual confers upon them. For example a district directory, register of shareholders, of bank depositors, or of holders of insurance

policies, which may include tens or hundreds of thousands of names, are compilations which are largely undertaken for commercial purposes. As the difficulties and uncertainties in making them are exactly those of a large name index there is a double reason for dealing with them here.

7. In Chap. IV (13 to 22) we have dealt with the rules which are generally followed as regards the choice of the alphabetical part of the index for certain debatable classes of name. The rules there given are those adopted by cataloguers of books and may be said to be the conventions which should be followed in the compilation of an index to a literary work, or indeed any index which will be used by students. But in practice a great name index is most usually made for the use of the public, and therefore it would be a disservice to its users to assume an acquaintance with certain of the conventions of name structure which are more or less generally recognized among bookmen.

8. The chief instances of these conventions occur in respect to names which include a prefix such as De, La, Von, etc., names which may be possessed by people of the country indicated by the prefix, but, on the other hand, may be those of nationals of other countries. As we have seen in Chap. IV (17 and 18) cataloguers treat such names differently in the two cases, but the public which consults a great index, or the clerk who uses the register of an English or American bank or insurance company cannot be expected to divine the nationality of, say, a Mr. De Koninck as a necessary preliminary to looking him

up. No, we must take every name as the owner uses it : in other words ignore the rules as regards names with prefixes in (17) or (18) of Chap. IV. The rules there given, in (15) and (19), in reference to peers and persons having compound names are to be followed, since they are in accordance with every-day usage. As regards holders of ecclesiastical titles, the cataloguer's rule (16) of entering by the family name is to be followed, also in a general index or commercial register. While a bishop, for example, uses the title of his diocese as his official name for the time being, the use of his family name is necessary to prevent confusion in indexes due to changes in the occupants of a diocese : in commercial registers a bishop must appear as a private individual.

9. So far as concerns the choice among the possible letters of the alphabet under which items of a name index or register shall appear, the only other questions of importance to be decided relate to the names of firms or companies.

The name of a firm or company which is of the form

Dennis Bros.

or

Brunner, Mond & Co., Ltd.

obviously involves no question of choice. But it is a different matter if the title (of a private firm or joint-stock company) begins with a Christian name or initial letter, e.g. W. H. Smith & Son or J. Lyons & Co., Ltd. In the compilation of most indexes, and of registers such as directories, etc., it is considered

sufficient in such cases to enter once only—under the surname of the firm. The entries will be, for example :

Smith, W. H., & Son.
Lyons, J., & Co., Ltd.

On the other hand, it is sometimes thought desirable to index such names of firms not only in the form shown immediately above but also according to the order of the letters forming the title as though these latter formed one word. If this be done there are made, in the examples just cited, two other entries :

W. H. Smith & Son
J. Lyons & Co., Ltd.

placed respectively in the W's and the J's. The indexes of financial reference books are instances of this practice, which perhaps has its origin, in this connection, in the register of joint-stock companies kept at Somerset House, the alphabetical order of which is based on the latter plan only. It hardly needs to be pointed out that if one only of the two types of entry is adopted it should be the first (that is, according to the first surname in the title) for a searcher is pretty certain to know this name whereas he may easily be mistaken or misinformed —or altogether ignorant—as to a Christian name or initials.

10. But a further observation must be made on these two forms of name-entry, viz. the direct, e.g. J. Lyons & Co., Ltd., and the inverted or transposed, e.g. Lyons, J., & Co., Ltd. A warning must be

uttered as to the dangers of transposition. Cases frequently occur in which a mistake may be made in re-creating the proper title from the transposed form. For example the entry

Jones, Charles & Co.

may be taken by a user of a register as a transposed form of Charles Jones & Co., whereas it may in fact be a direct entry of a firm consisting of a Mr. Jones and Mr. Charles. For this reason compilers of registers very properly object to the names being transposed owing to the liability of errors being made by clerks in, say, drawing dividend warrants or addressing envelopes. The objection applies with less force to a list of names which is an index, that is to say is a means of reference to particulars elsewhere and is not used in the way a register is. Nevertheless, many indexers prefer to leave such name-entries untransposed while distinguishing by capital letters or otherwise the entry-word in each; reverting in this respect to the old style of indexing, where it was not thought necessary to have the significant entry-word at the beginning of each entry. Although this practice has not become general it certainly possesses advantages as regards alphabetical arrangement under a given name, since it brings the significant sub-entry portion in most cases to the beginning of each line. Transposed name-entries, however, continue to be the generally accepted form, and therefore one needs to take preventive measures against misunderstanding of the transposed forms. It does not matter particularly what these measures are, so long as they are

explained at the head of the index. For example the inclusion of initials or Christian names within brackets ( ) will remove one of the chief causes of ambiguity.

11. A further kind of name which calls for special consideration in an English name index is that of foreign joint-stock companies having a form such as Société Anonyme . . . Aktiengesellschaft für . . . Naamlooze Venootschap, according to the custom of various European countries. In regard to such as these the choice presents itself of taking them exactly as they are or partially transposing the title so as to bring the name proper to the head of the entry. Thus :

Société Anonyme G. Bailly-Mathot
or
Bailly-Mathot, G., Société Anonyme

Aktiengesellschaft Kummler and Malter
or
Kummler and Malter, Aktiengesellschaft.

In a list in which such names figure in relatively small proportion the former plan (adherence to the form of the title) is certainly the better. It is perfectly definite, which cannot always be said for transposition owing to the fact that the titles of many foreign corporations can be transposed in several ways, in one with as good reason as in another. Obviously a list consisting chiefly of the names of such foreign companies would require to be compiled from the transposed forms ; as is done, for example, in indexes to foreign financial reference books : otherwise all would of course occur under a

single letter of the alphabet, S, A, or N, as the case may be.

Alphabetizing a Name Index

12. Although it may seem that nothing could be simpler or more definite than arranging a host of names in strict alphabetical order, a study of certain parts of any large list of names will show that is not so. In fact, the conclusion will quickly be reached that there is no such thing as an order which everyone would agree to be strictly alphabetical. The nearest approach to it is an order based on the rule that the letters forming each untransposed name or title shall be reckoned as one word, ignoring such divisions as surnames, Christian names, initials, prefixes to surnames, etc. Even that is an assumption which the user of the index would require to keep before him and, moreover, is one the disadvantages of which, already referred to in (9), outweigh its definiteness. One has to consider not merely what arrangement most nearly corresponds with one's idea of a true alphabetical order, but what is the arrangement which is most readily intelligible to the searcher, and also what is the arrangement which most easily enables a searcher to find what he wants, even if he should be mistaken in certain particulars. After all, these considerations arise only in reference to certain kinds of name and groups of names in a large index or register, yet they are not to be dismissed as of small importance on that account.

13. In fixing the alphabetical position of names having a prefix such as De, De la, Du or Del, Von or

Van the common practice is to consider the prefix as forming one word with the surname. Examples :

Demarcay	Delaroche	Delpecti
De Mare	De la Salle	Del Perugia
Demaria	Delaunay	Delphin

The rule may be considered a rational one from the point of view of a searcher, who in his mind will visualize a name of this kind as a whole and would not expect, for example, to find all those names with the prefix Del immediately following Del Abbi.

14. Similarly a compound (hyphenated) name is regarded as a whole and is placed immediately after all entries of different people having a name the same as the first part of the compound. For example :

Young, Z. Z.
Young-Knatchbull, T.
Younger, A.

The example is chosen to illustrate that rigid alphabetization is advisedly relaxed in such a case as this. The average searcher might perhaps expect to find Knatchbull treated as a Christian name, and Young-Knatchbull therefore given an earlier alphabetical position ; but he certainly will not expect it to be separated from the group of entries all beginning with Young.

15. But the chief debatable question of alphabetization arises in connection with those parts of an index or register consisting of numerous entries under the same surname (e.g. Smith) and particularly when such name designates both firms and individuals. Since two of the largest published lists of names, Kelly's Post Office Directory and the

official list of telephone subscribers, both of London, adopt different practice in their alphabetical arrangement of such groups, it is not possible to point to common practice. The most useful help which can be given to the compiler is to emphasize the respects in which they differ so that in adopting one plan or the other he can be consistent and can advise the searcher of the system adopted. We can take entries under "Smith" as illustrating the different practices.

16. The first point of difference is the intermingling or separation of firms and individuals. Kelly places first in one block all the titles of *firms* beginning with Smith, alphabetized according to the surname or Christian name or initial which comes next in the title; then follow the individual Smiths, alphabetized according to Christian name or initial. The Telephone Directory, on the other hand, makes one mixed list of both. The merit or demerit of each is related to the mistaken impression under which a searcher may be, in looking up a name. If he is mistaken in the Christian name or initial but correct in his recollection that the name applies to a firm or an individual as the case may be, then Kelly's plan saves him trouble because he has practically half the number of names to go through. Conversely, if he is right as to the title, except that he may not be certain if the name is that of a firm or individual, the system of the Telephone Directory brings him to the entry at the first shot, instead of possibly at the second on Kelly's system. Although this latter is of course less alphabetical, it is perhaps more rational than the other.

17. A further item of difference relates to firms having a title of the form Smith & Jones, Smith & Co., Smith & Son. The Telephone Directory treats "and" as though it were a name, for example, it places "Smith & Andrews" after Smith, A. Nayler: "Smith & Co." after "Smith & Claire." Kelly, however, ignores the "and," alphabetizing such titles according to the second surname. Kelly is somewhat inconsistent in placing Smith & Co. specially after all firms beginning in Smith, whilst placing Smith & Son as though "Son" were a proper name. In regard to these alternatives the device of using the ."and" for significant alphabetical arrangement is quite an intelligible one when it is pointed out and would perhaps occur to many searchers as a more natural expedient than jumping the "and" and alphabetizing by the name which follows it.

LITERATURE

While there are many manuals of the cataloguing of books, there have been few on indexing. The following is a list of works of literary or practical interest to the student of indexing.

Henry B. Wheatley. *How to make an Index.* (London: Elliott Stock. 1902.) A scholarly review of the history of indexes containing much entertaining talk on the humour and curiosities of indexing. The practical part occupies about half the volume, which is now out of print.

Mary Petherbridge. *The Technique of Indexing.* (London: The Secretarial Bureau. 1904.) A practical manual by the indexer of the East India Company's records and largely advocating classification in the design of an index.

Archibald Leycester Clarke. *Manual of Practical Indexing.* (London: Library Supply Co. 1905. Now issued by Grafton and Co., London.) Outlines of the principles of literary and commercial indexing, compilation of registers of names.

H. G. T. Cannons. *Bibliography of Library Economy.* (London: Stanley Russell & Co. 1910.) [Grafton & Co.] Contains a section on indexing, viz. references to papers and articles on the subject published since 1876 in the periodical press, chiefly in the *Library Journal* (New York) and *Library World* (London).

J. KAISER. *Systematic Indexing.* (London: Sir Isaac Pitman. 1911.) A treatise chiefly on commercial indexing of correspondence, compilation of registers.

GEORGE E. BROWN. *Indexing Technical and Trade Periodicals and Books.* (London: British Association of Trade and Technical Journals. 1918.) A pamphlet of 32 pages, dealing with the indexing of a trade or technical publication largely on the system described in the present manual.

EDWARD TYAS COOK (the late Sir E. T. Cook). An essay on "The Art of Indexing," contained in the volume *Literary Recreations.* (London: Macmillan. 1918.) An admirable compendium of comment on the qualities which an index should possess.

MARTHA THORNE WHEELER. *Indexing: principles, rules and examples.* (Albany: New York State Education Dept. Bulletin, No. 94. 1920.) An altogether excellent treatise on both aims and practice of indexing, with many examples and specimens of parts of published indexes.

Library Association (British) and American Library Association. *Catalogue Rules: Author and Title Entries.* The joint compilation of the American and British Library Associations and published in the United States at 78, East Washington Street, Chicago, Ill., and in Great Britain at Caxton Hall, Westminster. An indispensable work for the indexer of general literature, particularly in the compilation of indexes of names occurring in or connected with subject-matter. [Grafton & Co.]

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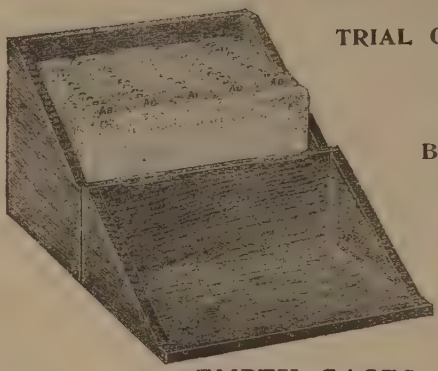

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